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313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

www.dhs.lacounty.gov

*To ensure access to high-quality,
patient-centered, cost-effective
health care to Los Angeles
County residents through direct
services at DHS facilities and
through collaboration with
community and university
partners*



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May 10, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF PROPOSITION A AGREEMENTS AND AMENDMENTS
FOR HOUSEKEEPING SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

Request approval of new Proposition A agreements with Sodexo America, LLC and Servicon Systems, Inc. and amendments for existing Agreements with Servicon Systems, Inc. for the continued provision of housekeeping services at various Department of Health Services and Department of Public Health facilities.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Make a finding pursuant to Los Angeles County Code Section 2.121.420 that housekeeping services, as described herein, can be performed more economically by an independent contractor.
2. Instruct the Mayor to execute a Proposition A (Prop A) Agreement with Sodexo America, LLC (Sodexo), effective upon Board approval, for the provision of housekeeping services at Department of Health Services (DHS) and Department of Public Health (DPH) facilities, identified as Groups 1 and 3 (Attachment A), for a period of five years with an option to extend the term on a month-to-month basis not to exceed six months, with an annual maximum contract sum of \$11,221,817.

3. Instruct the Mayor to execute a Prop A Agreement with Servicon Systems, Inc. (Servicon) effective June 1, 2011 for the provision of housekeeping services at DHS and DPH facilities, identified as Groups 2 and 4 (Attachment A), for a period of five years with an option to extend the term on a month-to-month basis not to exceed six months, with an annual maximum contract sum of \$2,473,886.

4. Delegate authority to the Director of Health Services (Director), or his designee, to execute amendments to the Agreements, to: a) exercise the option to extend the term on a month-to-month basis for up to six months under the same terms and conditions; b) add and/or change non-substantive terms and conditions in the Agreement as required by your Board; c) delete DHS and DPH facilities and make necessary changes to scope in services; and d) approve cost-of-living adjustments (COLAs), at the County's discretion, consistent with the Board's COLA policy.

5. Delegate authority to the Director, or his designee, to amend Agreements No. 75053 and 75055 with Servicon to extend the Agreements on a month-to-month basis not to exceed three months, for the provision of housekeeping services at DHS and DPH facilities in order to transition services at facilities identified as Groups 1 and 3 from Servicon to the new Sodexo Agreements, with a maximum monthly cost of \$841,016.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Housekeeping services are currently provided to 23 DHS and DPH facilities by a single contractor under four separate agreements that expire May 31, 2011. DHS conducted a competitive solicitation and as a result of that process is recommending successor Agreements for your Board's approval.

Approval of the first recommendation is necessary to comply with Los Angeles County Code Section 2.121.420, which requires that contracting under Proposition A (Prop A) be cost-effective and operationally feasible. DHS and the Auditor-Controller (Auditor) have made that determination and Attachment C provides the cost analysis.

Approval of the second recommendation will allow the Mayor to execute an Agreement with Sodexo, Exhibit I, to provide housekeeping services at DHS and DPH facilities for the recommended term. Although the term of the Agreement will commence upon Board approval, the services are expected to begin in 60 to 90 days.

Approval of the third recommendation will allow the Mayor to execute a successor Agreement with Servicon, Exhibit II to provide housekeeping services at DHS and DPH facilities for the recommended term.

Approval of the fourth recommendation will allow the Director to approve and execute renewal options, changes to non-substantive terms and conditions, changes in scope of services including deleting facilities pursuant to the terms of the Agreements.

Approval of the fifth recommendation will delegate authority to the Director, or his designee, to approve amendments to Agreements No. 75053 and 75055, substantially similar to Exhibits III and IV, respectively, with Servicon to exercise the month-to-month options, for up to three months, in order to complete the transition of services to Sodexo. This will allow the transition of services in

compliance with the Displaced Janitor Opportunity Act (California Labor Code Section 1060-1065).

Implementation of Strategic Plan Goals

The recommended actions support Goal 1, Operational Effectiveness, and Goal 4, Health and Mental Health, of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total annual maximum contract sum for Groups 1 and 3 is \$11,221,817, which consists of \$10,201,652 for scheduled services and \$1,020,165 for unscheduled work or emergency services (Attachment A).

The total annual maximum contract sum for Groups 2 and 4 is \$2,473,886, which consists of \$2,248,987 for scheduled services and \$224,899 for unscheduled work or emergency services (Attachment A).

The total monthly cost for the amendments to extend Agreements No. 75053 and 75055 is \$841,016, which consists of \$803,998 for scheduled services and \$37,018 for unscheduled work or emergency services. Details are shown in Attachment B.

DHS: The DHS Fiscal Year (FY) 2011-12 Recommended Budget includes funding of \$12,295,000. The additional funding requirement for these new Agreements for DHS of \$779,000 will be requested in DHS FY 2011-12 Final Changes Budget and will be requested in the future fiscal years.

DPH: The DPH Fiscal Year (FY) 2011-12 Recommended Budget includes funding of \$622,000. Funding will be requested in the future fiscal years.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended Agreements are for a term of five years with prices fixed for the first three years. At the County's discretion, a COLA may be granted in years four and five. The Agreement contains the standard County language regarding COLA's in Living Wage Agreements.

These Agreements may be terminated for convenience by the County at its sole discretion, with no less than ten days' written notice.

County Counsel has reviewed and approved the recommended Agreements and Amendments, set forth in Exhibits I, II, III, and IV, as to use and form. County CEO, Risk Management has reviewed and approved the insurance and indemnification provisions

CONTRACTING PROCESS

On April 30, 2010, DHS released a Request for Proposal (RFP) to provide housekeeping services for 23 facilities that were geographically organized into four groups. Proposers could submit proposals on one or all groups. The solicitation and contracting opportunity announcement was posted on the

County's "Doing Business with Us" web site (Attachment D) and a notice of intent regarding the RFP was also sent by electronic mail to 368 vendors registered with the County. In addition, the contracting opportunity was advertised in the Metropolitan News-Enterprise. The Mandatory Proposer's Conference was held on May 13, 2010, with 33 potential proposers in attendance.

Not all vendors submitted proposals for all groups. Two proposals were received and evaluated for Groups 1 and 3. Sodexo's proposals for Groups 1 and 3 were the lowest cost and highest scoring for each group. Two proposals were received for Group 2 and one was disqualified, leaving only Servicon's proposal to be evaluated. Three proposals were received for Group 4 and two were disqualified, leaving only Servicon's proposal to be evaluated. The disqualified proposals were deemed non-responsive to the RFP due to not meeting the minimum mandatory requirements for each respective group.

The Evaluation Committee consisted of representatives from DHS and DPH facilities. Proposals were evaluated on the following criteria: Proposer's approach to providing required services, proposer's quality control plan, Living Wage Compliance and cost.

Debriefings were offered to the non-selected proposer, Servicon, for Groups 1 and 3, which they were not awarded. Subsequently, Servicon requested a Proposed Contractor Selection Review, which is the initial step in the County's Protest Policy. DHS believes the protest is without merit and therefore requests Board approval of the Sodexo Agreement.

Sodexo will pay its employees a living wage of not less than \$9.64 per hour with \$2.20 for health benefits, and Servicon will pay its employees a living wage of not less than \$11.84 per hour without health benefits.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommendations will ensure the continued provision of housekeeping services at DHS and DPH facilities.

The Honorable Board of Supervisors

5/10/2011

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Respectfully submitted,

A handwritten signature in black ink, reading "Mitchell Katz". The signature is written in a cursive, flowing style.

Mitchell H. Katz, M.D.

Director

MHK:tvf

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Department of Public Health

HOUSEKEEPING SERVICES COSTS
FOR GROUPS 1 AND 3 AND GROUPS 2 AND 4 FOR DHS AND DPH
FIVE YEARS (JUNE 1, 2011 - MAY 31, 2016)
PLUS 6 MONTHS (JUNE 1, 2016 - NOVEMBER 30, 2016)
BUDGET SUMMARY

ATTACHMENT A

		Sodexo - Group 1 Facilities: Olive View-UCLA MC, Mid-Valley HC, San Fernando Hc, Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC					
		Sodexo - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC					
	DHS Annual Contract Sum	DHS Annual 10% Unscheduled Work	DPH Annual Contract Sum	DPH Annual 10% Unscheduled Work	DHS and DPH Annual Contract Sum	DHS and DPH Annual 10% Unscheduled Work	Annual Maximum Contract Sum
Group 1	\$4,722,121	\$472,212	\$145,501	\$14,550	\$4,867,622	\$486,762	\$5,354,384
Group 3	\$5,334,030	\$533,403	\$0	\$0	\$5,334,030	\$533,403	\$5,867,433
Total	\$10,056,151	\$1,005,615	\$145,501	\$14,550	\$10,201,652	\$1,020,165	\$11,221,817

		Servicon - Group 2 Facilities: High Desert Multi-Service Ambulatory Care Center, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Acton HC, and Warm Springs HC					
		Servicon - Group 4 Facilities: DHS Administrative Offices-Commerce, El Monte CHC, La Puente HC, Ruth Temple HC, Whittier Public HC, and Public Health Laboratory and Trailer					
	DHS Annual Contract Sum	DHS Annual 10% Unscheduled Work	DPH Annual Contract Sum	DPH Annual 10% Unscheduled Work	DHS and DPH Annual Contract Sum	DHS and DPH Annual 10% Unscheduled Work	Annual Maximum Contract Sum
Group 2	\$1,018,578	\$101,858	\$0	\$0	\$1,018,578	\$101,858	\$1,120,436
Group 4	\$810,466	\$81,047	\$419,943	\$41,994	\$1,230,409	\$123,041	\$1,353,450
Total	\$1,829,045	\$182,904	\$419,943	\$41,994	\$2,248,987	\$224,899	\$2,473,886

**DHS AND DPH HOUSEKEEPING SERVICES EXTENSION
COSTS FOR AGREEMENTS 75053 (Group 1) AND 75055 (Group 3)
BUDGET SUMMARY**

Month-to-Month Extension (1 Month)

Agreement 75053 - Group 1 Facilities: Olive View-UCLA MC, Mid-Valley HC, San Fernando Hc, Burbank HC, Glendale HC, N. Hollywood HC, and Pacoima HC							
Agreement 75055 - Group 3 Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC							
	DHS 1 Month Total Cost	DHS 5% Unscheduled Work for 1 month	DPH 1 Month Total Cost	DPH 5% Unscheduled Work for 1 Month	DHS and DPH 1 Month Total Costs	DHS and DPH 5% Unscheduled Work Totals for 1 Month	Maximum Monthly Cost
Agreement #75053	\$374,716	\$17,271	\$10,849	\$529	\$385,565	\$17,800	\$403,365
Agreement #75055	\$418,433	\$19,218	\$0	\$0	\$418,433	\$19,218	\$437,651
Total	\$793,149	\$36,489	\$10,849	\$529	\$803,998	\$37,018	\$841,016

Department of Health Services
Proposition A - Housekeeping Services
Cost Analysis Summary for Groups 1 and 3 and Groups 2 and 4
June 1, 2011 - May 31, 2016

ATTACHMENT C

GROUP 1				
Facilities: Olive View-UCLA MC, Mid-Valley HC, Burbank HC, Glendale HC, N. Hollywood HC, Pacoima HC, and San Fernando HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage Savings*
Total	\$5,638,503	\$4,867,622	\$770,881	13.67%

GROUP 3				
Facilities: Harbor-UCLA MC, Long Beach CHC, and Lomita Family HC				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage Savings*
Total	\$6,191,284	\$5,334,030	\$857,254	13.85%

GROUP 2				
Facilities: High Desert Multi-Service Ambulatory Care Center, Antelope Valley HC, Lake LA Community Clinic, Littlerock Community Clinic, South Valley HC, Acton Health Clinic, and Warm Springs Health Clinic				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage Savings*
Total	\$1,440,575	\$1,018,578	\$421,996	29.29%

GROUP 4				
Facilities: DHS Administrative Offices- Commerce, El Monte CHC, La Puente HC, Ruth Temple HC, Whittier Public HC, and Public Health Laboratory and Trailer				
	Total Estimated Avoidable Costs	Total Contract Price (not including cost of Unscheduled Work Fund)	Estimated Savings From Contracting	Percentage Savings*
Total	\$1,691,641	\$1,230,409	\$461,232	27.27%

*Cost savings at any individual facility will be no less than this number.

Bid Number : HS1030

Bid Title : REQUEST FOR PROPOSALS (RFP) FOR HOUSEKEEPING SERVICES

Bid Type : Service

Department : Health Services

Commodity : JANITORIAL/CUSTODIAL SERVICES

Open Date : 4/30/2010

Closing Date : 8/19/2010 12:00 PM

Notice of Intent to Award : [View Detail](#)

Bid Amount : N/A

Bid Download : Available

Bid Description : The County of Los Angeles, Department of Health Services (DHS) will be releasing a Request for Proposals (RFP) for Housekeeping Services at multiple DHS and Public Health (PH) facilities as identified in the RFP.

The RFP describes the service requirements as well as criteria and procedures for the submission of proposals.

Electronic copies of the RFP may be downloaded via the internet at the following County of Los Angeles Website: <http://cg.dhs.lacounty.gov/>.

Please see the attached Letter of Intent for more information.

Contact Name : Tryphenia Funches

Contact Phone# : (213) 240-8075

Contact Email : tfunches@dhs.lacounty.gov

Last Changed On : 8/4/2010 11:41:53 AM

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DEPARTMENT OF HEALTH SERVICES



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SODEXO AMERICA, LLC

FOR

HOUSEKEEPING SERVICES

GROUPS 1

OLIVE VIEW-UCLA MEDICAL CENTER
MID-VALLEY COMPREHENSIVE HEALTH CENTER
SAN FERNANDO HEALTH CENTER
BURBANK HEALTH CENTER
GLENDALE HEALTH CENTER
NORTH HOLLYWOOD HEALTH CENTER
PACOIMA HEALTH CENTER

GROUPS 3

HARBOR-UCLA MEDICAL CENTER
LONG BEACH COMPREHENSIVE HEALTH CENTER
LOMITA FAMILY HEALTH CENTER

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AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND
CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
SERVICON SYSTEMS, INC.
FOR
HOUSEKEEPING SERVICES**

This Contract and Exhibits made and entered into this ____ day of _____, 2011 by and between the County of Los Angeles, hereinafter referred to as County and Sodexo America, LLC, hereinafter referred to as Contractor. Sodexo America, LLC is located at 2670 North Main Street, Suite 250, Santa Ana, CA 92705.

RECITALS

WHEREAS, the County may contract with private businesses for Housekeeping Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Housekeeping Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Housekeeping Services; and

WHEREAS, this Contract is authorized by California Government Code Sections 23004, 25536 and 31000, and California Health and Safety Code Sections 1441, 1451; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M and N are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- EXHIBIT A Statement of Work
- EXHIBIT B Housekeeping Services Pricing Sheets
- EXHIBIT C - Technical Exhibits to Statement of Work
- EXHIBIT D - Contractor's EEO Certification
- EXHIBIT E - County's Administration
- EXHIBIT F - Contractor's Administration
- EXHIBIT G - Acknowledgement and Confidentiality Agreements
- EXHIBIT H - Jury Service Ordinance
- EXHIBIT I - Safely Surrendered Baby Law

Prop A - Living Wage Program

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- EXHIBIT K - County of Los Angeles Living Wage Ordinance Monthly
Certification for Applicable Health Benefit
Payments
- EXHIBIT L - County of Los Angeles Living Wage Program Payroll
Statement of Compliance

Mandatory Personnel Monitoring Reports

- EXHIBIT M - Universal Personnel Monitoring Tool

Business Associate Exhibit

EXHIBIT N – Contractor’s Obligations as a “Business Associate” Under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (Business Associate Agreement)

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to subparagraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 Administrative Office(s):** County facility (ies) where non-patient, general Housekeeping Services are required.
- 2.2 Ambulatory Care:** Medical care including diagnosis, observation, treatment and rehabilitation that is provided on an outpatient basis. Ambulatory care is given to persons who are able to ambulate or walk about.
- 2.3 Contract:** Agreement executed between County and Contractor inclusive of Exhibits A through N.
- 2.4 Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into a contract with the County to perform all tasks and functions enumerated in the Statement of Work and Exhibits A through N.

- 2.5 Contractor Project Director:** The individual designated by the Contractor to administer the overall Contract operations after Contract award.
- 2.6 Contractor Project Manager:** The individual designated by the Contractor to manage the day to day activities at each of the Facilities specified and ensure the Contract objectives are met.
- 2.7 County:** The County of Los Angeles
- 2.8 County Project Director:** Person designated by County with the authority on contractual and administrative matters related to the Contract.
- 2.9 Day(s):** Calendar day(s) unless otherwise specified.
- 2.10 Director:** The County's Director of Health Services, or designee.
- 2.11 DHS:** Department of Health Services.
- 2.12 Facility (ies):** The Medical Centers (MC), Comprehensive Health Centers (CHC), Clinics, and Administrative Office locations described in the Agreement where Contractor shall provide Housekeeping Services.
- 2.13 Facility Project Manager:** County Personnel designated to manage the day to day operations under this Contract at each Facility specified and to ensure that all Housekeeping Services, activities, goods, deliverables, tasks, and all objectives of the Contract are met.
- 2.14 Facility Project Monitor:** County Personnel with responsibility to oversee the day to day activities at each Facility of this Contract; including responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.15 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.16 Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products

and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.

- 2.17 Housekeeping Services:** All the goods, tasks, deliverables, functions, and activities described in Exhibits A-1, A-2, and A-3 Statement of Work (SOW) and Exhibit C, Technical Exhibits and any other cleaning services specified in this Contract.
- 2.18 Infection Control / Policies & Procedures Committee:** County and Contractor personnel responsible for the development and administration of guidelines and recommendations for the prevention of Healthcare-associated infections.
- 2.19 InPatient:** A Patient who is admitted to a hospital or clinic for treatment that requires an overnight stay.
- 2.20 Level I Intensity:** In-Patient/Patient care areas that require the most complex/highest level of cleaning.
- 2.21 Level II Intensity:** Non-patient/non-public cleaning areas.
- 2.22 Level III Intensity:** Miscellaneous service areas, such as but not limited to; pest control services, window washing, parking lots, and sidewalk cleaning areas.
- 2.23 The Joint Commission:** Joint Commission on Accreditation of Healthcare Organizations which promulgates standards through its elements of performance to address a hospital's or other healthcare facility's compliance with minimum safety standards .
- 2.24 Material Safety Data Sheet (MSDS):** A form for containing data regarding the properties of a particular substance that can provide information on chemicals, their safe use and handling instructions.
- 2.25 Medical Waste, Hazardous and Biohazardous Waste:** Shall mean any waste material or article which harbors or may reasonably be considered to harbor viable etiologic agents, including laboratory wastes, pathologic and surgical specimens, blood elements, excreta and secretions, disposable fomites, and any other wastes the Medical Centers, Comprehensive Health

Centers, Clinics and Infection Control Committee(s) defines as biohazardous waste for disposal.

2.26 Patient: One who receives medical attention, care or treatment.

2.27 OSHA/Cal-OSHA: Occupational Safety and Health Administration. The state and federal agencies that issue and provide enforcement rules for standards for workplace safety and health.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Exhibits A through N, attached herein.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

3.3 The Director or designee may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. Such authorization shall be in the form of an amendment to this Contract in accordance with subparagraph 8.1.4.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be five (5) years commencing upon execution after approval by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County shall have the sole option to extend this Contract term on a month-to-month basis, not to exceed six (6) months for a maximum total Contract term of five (5) years and six (6) months. Such option and extension shall be exercised at the sole discretion of the Director or designee.

- 4.3 The Contractor shall notify Department of Health Services when this Contract is within six (6) months from the expiration of the term as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the Department of Health Services at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

- 5.1 The Contract Sum under this Contract shall be the total monetary amount payable by County to Contractor for supplying all Housekeeping Services including all tasks, deliverables, goods, services, and other work specified under this Contract as shown in Exhibits A through N. The total monetary amount shall be in accordance with Exhibit B – Housekeeping Services Pricing Sheets.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E - County's Administration.

5.4 No Payment for Services Provided Following Expiration/ Termination of Contract

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service or goods provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Exhibit B – Housekeeping Services Pricing Sheets, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B – Housekeeping Services Pricing Sheets.
- 5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

- 5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- **Exhibit K - Monthly Certification for Applicable Health Benefit Payments**
- **Exhibit L - Payroll Statement of Compliance**

- 5.5.5 All invoices under this Contract shall be submitted in two (2) copies to the addresses for each facility as set forth in Exhibit B, Housekeeping Services Pricing Sheets.

5.5.6 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld

5.6 Cost of Living Adjustments (COLAs)

The Contract (monthly) amount shall remain firm and fixed for the first three years of the Contract. After the third year, the Contract (monthly) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the

prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his labor cost will actually increase. In the event County grants a COLA in accordance with this subparagraph 5.6, County shall amend the Contract in accordance with subparagraph 8.1.1.

5.7 Unscheduled Work Fund

As set forth in Exhibit B, Housekeeping Services Pricing Sheets, there shall be an annual Unscheduled Work Fund for emergency or expanded coverage. Use of the Unscheduled Work Funds shall be for Unscheduled Work as follows:

- 5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen possibility of injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.
- 5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, (e.g., lengthening of office hours or additional areas in a facility), set forth herein.
- 5.7.3 In both cases, use of the Unscheduled Work Funds must be authorized in writing by, upon prior approval as required in Subparagraph 3.3. In no event shall any annual total expenditure exceed the Unscheduled Work Fund amount set forth in Exhibit B, Housekeeping Services Pricing Sheets

without prior express approval of County's Board of Supervisors.

5.7.4 The Contractor shall invoice the County on a time and materials basis at the hourly rates set forth in Exhibit B, Housekeeping Services Pricing Sheets plus the cost of materials and/or supplies for the Unscheduled Work. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Contract on behalf of County. Director retains professional and administrative responsibility for the services rendered under this Contract. Listings of all County Administration referenced in the following subparagraphs are designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Project Director

The responsibilities of the County's Project Director include:

- Ensuring that the objectives of this Contract are met;
- Providing direction to Facilities and Contractor relating to Contract requirements as necessary.

6.2 Facility's Project Manager

The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular day to day basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The Facility's Project Manager is not authorized to make any changes to any of the terms and conditions of this Contract and is not authorized to further obligate County in any monetary respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF CONTRACT

7.1 Contractor's Project Director

7.1.1 The Contractor's Project Director is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Director shall be responsible for and shall administer all Contractor's services as related to this Contract and shall coordinate with Facility's Director on a regular basis.

7.2 Contractor's Project Manager

7.2.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.2.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.3 Approval of Contractor's Staff

County has the right, in its sole discretion, to approve or disapprove each member of Contractor's staff performing work hereunder and

any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

All of Contractor's employees assigned to County facilities are required to have a County issued Identification (ID) badge on their person and visible at all times. Contractor shall reimburse County for the expense of badges issued to Contractor employees.

7.4.1 Contractor is responsible to ensure that employees have obtained a County issued ID badge before being assigned to work at a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County issued ID badge on their person.

7.4.2 Contractor shall notify the County within one business day when any member of its staff is terminated from working under this Contract. Contractor shall retrieve and return the employee's County issued ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.3 If County requests the removal of any member of Contractor's staff, Contractor shall retrieve and return an employee's County issued ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.

7.5 Background and Security Investigations

7.5.1 All Contractor staff performing work under this Contract shall undergo and pass, to the satisfaction of County, a background investigation as a condition of beginning and continuing to work under this Contract. County shall use its discretion in determining the method of background clearance to be used, which may include, but is not limited to, fingerprinting. The fees associated with obtaining the

background information shall be at the expense of the Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.

7.5.2 County may request that the Contractor's staff be immediately removed from working at any County facility at any time during the term of this Contract. County will not provide to the Contractor, nor to the Contractor's staff, any information obtained through the County conducted background clearance.

7.5.3 County may immediately, at its sole discretion, deny or terminate facility access by any member of Contractor's staff that does not pass such background investigation(s) to the satisfaction of the County and/or whose background or conduct is incompatible with County facility access.

7.5.4 Disqualification, if any, of any member of Contractor's staff, pursuant to this subparagraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

7.6.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.

7.6.2 Contractor shall indemnify, defend, and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed, including,

without limitation, defense costs and legal, accounting and other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.6.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Contract.

7.6.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G1, "Contractor Employee Acknowledgement and Confidentiality Agreement", Exhibit G2, and Contractor Non-Employee Acknowledgement and Confidentiality Agreement", Exhibit G3.

7.7 Medical Screening

- 7.7.1 Contractor personnel assigned to work at a County Facility shall undergo and pass, to the satisfaction of County, a medical examination as a condition of beginning and continuing to work under this Contract. In addition, all personnel shall be examined by a physician licensed to practice within the United States on an annual basis. Contractor shall provide County, upon request, with evidence that each person is free of infectious disease(s) and has received a chest x-ray and/or annual Tuberculosis skin test, a rubella, rubeola, and mumps; and varicella antibody titer demonstrating immunity and/or vaccination, and been offered a Hepatitis B antibody titer demonstrating immunity and/or vaccination. If such an examination is conducted by a nurse practitioner or a physician assistant, such evidence shall be countersigned by a supervising physician licensed to practice within the United States. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be on file and provided upon County's request.
- 7.7.2 Contractor personnel shall undergo and pass a medical re-evaluation upon return to work from extended sick leave of 30 or more consecutive working days.
- 7.7.3 The cost associated with obtaining the pre-employment, return to work and annual medical examination shall be at the sole expense of the Contractor, regardless of whether the Contractor's staff passes or fails the medical exam. County, or a contractor of County, will perform the medical examination at one of its facilities and County will bill Contractor for the cost or deduct such amount from funds owed by County to Contractor.

7.7.4 All Contractor personnel shall undergo and pass a fit test which is required for all Contractor employees under the California Code of Regulations, Title 8, Section 5144-“Respiratory Protection” who are required to wear either a positive or negative pressure tight-fitting face piece respirator. A fit test must be given to ensure proper fit and must be performed prior to initial use, whenever a different tight-fitting face piece (size, type, make, model, etc.) is worn and at least annually thereafter.

7.8 Staff Performance Under The Influence

Contractor shall not knowingly permit any employee to perform services under this Contract while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

7.9 Mandatory Personnel Monitoring Reports

Contractor shall maintain documentation demonstrating its staff is in full compliance with all DHS and Facility orientation and annual re-orientation trainings, health screenings, background checks, performance evaluations, policies and procedures. Contractor shall provide the Facility Project Monitor with a semi-annual report in the same or substantially similar format as (Exhibit M, Universal Personnel Monitoring Tool) to demonstrate compliance by each Contractor employee. The Facility Project Manager, Facility Project Monitor or other authorized County personnel shall monitor and/or audit and re-audit Contractor's compliance with personnel monitoring at any time during the term of this Contract.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, deletion of a Facility, reduction in payments, commencement of

services at each Facility or granting of a COLA in accordance with subparagraph 5.6, an Amendment shall be prepared by the County and then executed by the Contractor and by the Director, or designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.1.3 Notwithstanding subparagraph 8.1.1, Director or designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.1.4 Notwithstanding subparagraph 8.1.1, the Director, or designee, may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. To implement the use of the Unscheduled Work Fund, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 The Contractor shall not assign its rights or delegate its

duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its sole discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall

be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 INTENTIONALLY OMITTED

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.6.1 Within fifteen (15) business days after Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Contract, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, or any corrective action plans resulting from regulatory or accreditation surveys, including, but not limited to standards of The Joint Commission, its National Patient Safety Goals, regulations and guidelines promulgated by the Centers for Medicare and Medicaid Services, Centers for Disease Control and Prevention and the National Institutes of Health, California Code of

Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Contract are incorporated herein by reference.

- 8.7.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that Contractor's agents, employees, or subcontractors are at a Facility, Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to Contractor pertaining to the Facility prior to assigning personnel to the Facility, and, during the term of this Contract, shall furnish Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises, indicate that such employee or subcontractor's actions while on County premises, indicate that such employee or subcontractor may adversely affect the delivery of health care services to County patients. The Director must submit, with such notice, a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTIDISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Contracts,

Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or

because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.

- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this subparagraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this subparagraph 8.8 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by the County that the

Contractor has violated the antidiscrimination provisions of this Contract.

8.8.8 The parties agree that in the event the Contractor violates any of the antidiscrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.8.9 **Antidiscrimination in Services:** Contractor shall not discriminate in the provision of services hereunder because of race, color, religious creed, national origin, ethnic group identification, ancestry, age, sex, sexual orientation, medical condition, marital status, political affiliation, or physical or mental disability in accordance with requirements of Federal and State laws. For the purpose of this subparagraph, discrimination in the provision of services may include, but is not limited to, the following: Denying any person any service or benefit or the availability of a facility; providing any service or benefit to a person which is not equivalent or is provided in a non-equivalent manner or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor shall take affirmative action to ensure that intended beneficiaries of this Contract are provided services without

regard to race, color, religious creed, national origin, ethnic group identification, ancestry, sex, sexual orientation, age, medical condition, marital status, political affiliation, physical or mental disability.

8.8.10 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this subparagraph. The provisions of this subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for

an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

- 8.10.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

- 8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter

to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be a material breach of this Contract.

**8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES
TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

**8.12 CONSIDERATION OF HIRING GAIN/GROW PROGRAM
PARTICIPANTS**

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County

will refer GAIN/GROW participants by job category to the Contractor.

- 8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively

reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the

Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the

proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 INTENTIONALLY OMITTED

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and

unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

- 8.17.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.19.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County,

as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

- 8.19.3 County reserves the unilateral right to make any repairs which Director determines, in his sole discretion, to be a public safety issue requiring immediate repair. County will bill Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by County to Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to subparagraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of “original” versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 INTENTIONALLY OMITTED

8.24 CONTRACTOR PERFORMANCE DURING CIVIL UNREST OF DISASTER

The Contractor recognizes that health care Facilities maintained by County provide care essential to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this contract, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible. Failure to comply with

this requirement shall be considered a material breach by Contractor for which County may immediately terminate this Contract.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Agreement, the Contractor provides services to the County and the Contractor receives, has access to, and/or creates Protected Health Information as defined in Exhibit N in order to provide those services. The County and the Contractor therefore agree to the terms of Exhibit N, Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (Business Associate Agreement).

8.27 INDEPENDENT CONTRACTOR STATUS

8.27.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.27.2 The Contractor shall be solely liable and responsible for

providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.27.4 The Contractor shall adhere to the provisions stated in subparagraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), administrative penalties and fines, arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and

maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification

number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Director
Contract Administration & Monitoring
And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its subcontractors which arises from or

relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.29.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall

constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.29.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Subcontractor Insurance Coverage Requirements

Contractor shall include all subcontractors as insureds under Contractor's own policies, or shall provide County with each subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each subcontractor complies with the Required Insurance provisions herein, and shall require that each

Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services

Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Sexual Misconduct Liability

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

8.31 LICENSES, PERMITS, REGISTRATIONS, AND CERTIFICATES

Contractor shall obtain and maintain in effect during the term of this Contract, all valid licenses, permits, registrations, and certificates required by law which are applicable to its performance of this Contract, and shall ensure that all of its officers, employees, and

agents who perform services hereunder obtain and maintain in effect during the term of this Contract, all licenses, permits, registrations, and certificates required by law which are applicable to their performance of services hereunder.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or designee, at their option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or designee, determines that there are deficiencies in the performance of this Contract that the Director, or designee, deems are correctable by the Contractor over a certain time span, the Director, or designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a

reasonable estimate of such damages is One Hundred Dollars (\$100) per Facility, per day, per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Appendix C, Technical Exhibit 24, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County personnel or private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in subparagraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.32.4 This subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or subparagraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.33 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices

below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

Contractor and County agree to act promptly and diligently to mutually resolve any disputes which may arise with respect to this Agreement. County and Contractor agree that, the existence and details of a dispute, notwithstanding, both parties shall continue without delay their performance under this Agreement.

In the event of a dispute, Contractor or County shall bring it to the attention of the Contractors Project Manager and the Facility's Project Manager for the purpose of endeavoring to resolve such dispute.

In the event that the Contractor's Project Manager and the Facilities Project Manager area unable to resolve the dispute with a reasonable time not to exceed five (5) business days, then the matter shall be submitted to the Contractor Project Director and the Facility to resolve.

In the event that the Contractor's Project Director and the Facility (ies) are unable to resolve the dispute with a reasonable time not to

exceed ten (10) business days, then the matter shall be submitted to the Director and Contractor to resolve.

In the event that the Director and Contractor are unable to resolve the dispute, then each party may assert its other rights and remedies provided under this Contract and/or its rights and remedies are provided by law.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, or designee)

shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to subparagraph 8.43 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of

a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

8.42.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County. The County shall not unreasonably withhold written consent.

8.42.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

8.43.1 The Contractor shall maintain, and provide upon request by County, accurate and complete financial records of its activities and operations relating to this Contract in

accordance with generally accepted accounting principles. The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract.

8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy

of such audit report, including Statement of Auditing Standards No. 70 Type 2 Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph 8.43 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.43.5 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the

County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided

that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.45 INTENTIONALLY OMITTED

8.46 SUBCONTRACTING

8.46.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

- 8.46.4 The Contractor shall remain fully responsible for all performance required of it under this Contract, including those tasks and deliverables that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.
- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Director
Contract Administration & Monitoring
And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022

before any subcontractor employee may perform any work hereunder.

8.47 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in subparagraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to subparagraph 8.47 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Subparagraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue

debarment of Contractor, pursuant to County Code Chapter 2.206.

8.49 TERMINATION FOR CONVENIENCE

8.49.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.49.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.49.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with subparagraph 8.43, Record Retention and Inspection/Audit Settlement.

8.50 TERMINATION FOR DEFAULT

8.50.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of :

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or

- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

8.50.2 In the event that the County terminates this Contract in whole or in part as provided in subparagraph 8.50.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this subparagraph.

8.50.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in subparagraph 8.50.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the

failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor(s)" means Subcontractor(s) at any tier.

8.50.4 If, after the County has given notice of termination under the provisions of this subparagraph 8.50, it is determined by the County that the Contractor was not in default under the provisions of this subparagraph 8.50, or that the default was excusable under the provisions of subparagraph 8.50.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to subparagraph 8.49 - Termination for Convenience.

8.50.5 The rights and remedies of the County provided in this subparagraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.51 TERMINATION FOR IMPROPER CONSIDERATION

8.51.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment,

or extension of this Contract or the making of any determinations with respect to the Contractor's performance pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.51.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.51.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.52 TERMINATION FOR INSOLVENCY

8.52.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment

for the benefit of creditors.

8.52.2 The rights and remedies of the County provided in this subparagraph 8.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.53 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.54 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.55 UNLAWFUL SOLICITATION

Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and

Professions Code of the State of California (i.e. State Bar Act provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. Contractor agrees to utilize the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.56 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.57 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph 8.54 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.58 WARRANTY AGAINST CONTINGENT FEES

8.58.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.58.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.59 GREEN INITIATIVES

8.59.1 Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

8.59.2 Contractor shall notify County’s Facility Project Manager of Contractor’s new green initiatives prior to the contract commencement.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY’S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Contract is subject to the provisions of the County’s ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County’s satisfaction either that the Contractor is not an “Employer” as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees’ services provided to the County, including, without limitation, "Travel Time" as defined

below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

- a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this subparagraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this subparagraph. The provisions of this subparagraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is

an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or

that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County.

The certified monitoring reports shall list all of the

Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K, Monthly Certification for Applicable Health Benefit Payments and Exhibit L, Payroll Statement of Compliance), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the

County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this subparagraph, the County shall have the rights and

remedies described in this subparagraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a

penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

- 2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its

Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$100 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this subparagraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or

person. A violation of the provisions of this subparagraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:

- a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 DISPLACED JANITOR OPPORTUNITY ACT

This Contract is subject to the provision of the Displaced Janitor Opportunity Act (California Labor Code Section 1060 – 1065) because it is a Contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002. Please go www.leginfo.ca.gov/calaw.html for the code sections. Under this Act, as specified, a successor Contractor or successor Subcontractor shall retain, for a sixty (60) day transition employment period, employees who have been employed by the terminated Contractor or its Subcontractors, if

any, for the preceding four months or longer at the site or sites covered by the successor service Contract unless the successor Contractor or successor Subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated Contract.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: _____

By _____
Name

Title

COUNTY OF LOS ANGELES

By _____
Mayor, Board of Supervisors

ATTEST:
SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
Deputy County Counsel

CONTRACT EXHIBITS

HOUSEKEEPING SERVICES

GROUPS 1 AND 3

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HOUSEKEEPING SERVICES**

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STATEMENT OF WORK

STATEMENT OF WORK
FOR
HOUSEKEEPING SERVICES

GENERAL TERMS

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SAN FERNANDO HEALTH CENTER
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GLENDALE HEALTH CENTER
NORTH HOLLYWOOD HEALTH CENTER
PACOIMA HEALTH CENTER**

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**HARBOR-UCLA MEDICAL CENTER
LONG BEACH COMPREHENSIVE HEALTH CENTER
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STATEMENT OF WORK (SOW)**GENERAL TERMS****1.0 SCOPE OF WORK**

Contractor shall provide Housekeeping Services for the health care facilities listed in the Contract. The services shall consist of all labor, supervision, equipment, materials, supplies and other services necessary for Contractor's performance under this Contract. These services include but are not limited to: Cleaning of inpatient/patient care areas, general service/ancillary service areas/ambulatory care clinics, non-patient/non-public areas, and miscellaneous services such as pest extermination, parking lot and interior street (internal to a Facility campus) cleaning, and window washing.

2.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY**2.1 Personnel**

The County will administer the Contract according to Contract Paragraph 6.0 - Administration of Contract - County. Specific duties will include:

- 2.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 2.1.2 Providing direction to the Contractor in areas relating to policy, administration and procedural requirements.
- 2.1.3 Preparing Amendments in accordance with the Contract Paragraph 8.0, Standard Terms and Conditions, Subparagraph 8.1 - Amendments.

2.2 Furnished Items**2.2.1 Keys**

The County will provide two (2) sets of keys for access to all Facilities at no cost to the Contractor. The Contractor shall acknowledge receipt of the keys on a memorandum furnished by the County. All such keys are property of the County and shall be returned to the County Contract Project Manager upon termination of the agreement. **At no time are the keys to be duplicated by the Contractor.** Any lost key(s) will be

replaced by the County at the expense of the Contractor at the same current replacement cost that the County pays including the cost of any re-keying associated with the lost key. If a key is bent/broken/damaged in any way, a new one shall be re-issued and receipt acknowledged once the damaged key is returned. The Contractor accepts full responsibility for all keys issued.

2.2.2 Utilities

The County will provide all utilities, including gas, electricity, and water. At no time are County telephones, computers or any County peripherals to be used for personal use. Contractor will make every effort to assist County in conservation efforts by employing measures designed to lower the use of gas, electricity and water. Additionally, Contractor will continuously measure and assess how its operations at each Facility can be conducted in a manner to reduce the carbon footprint of the provision of Housekeeping Services. The County shall be responsible for maintaining fixed equipment including, but not limited to, plumbing, electrical, soap dispenser, etc. The Contractor shall inform the County of any repairs required for these fixtures within twenty-four (24) hours of their discovery.

2.2.3 Storage

The County will provide a storage area to the Contractor at each facility if available, as determined by the County. The storage area is to be used for housekeeping related items and by personnel assigned to the specified building. Contractor must maintain and label items in accordance with State, Federal, and local standards. The Contractor is prohibited from use of said storage area or any other County property for conducting his/her business interests that are not related to or required by the specified Facility.

CONTRACTOR

2.3 Contractor Project Director

The Contractor shall provide a Contractor Project Director. The County must have access to the Contractor Project Director during business hours. The Contractor shall provide a telephone number where the Contractor Project Director may be reached on a twenty-four (24) hour per day basis.

2.3.1 The Contractor Project Director shall be experienced in applicable regulatory requirements and guidelines for housekeeping in health care facilities which includes, but is not limited to, compliance with mandates of the following: Cal-OSHA, Centers for Disease Control & Prevention, National Institutes of Health, Joint Commission Standards, and Elements of Performance, California Code of Regulations, Title 22, Division 5, and all other applicable regulatory requirements.

The Contractor Project Director shall ensure all the Contract objectives are met and will communicate with the Contractor Project Manager, as appropriate.

2.3.2 Contractor Project Manager

The Contractor shall provide a full-time Contractor Project Manager and a designated alternate(s), (collectively "Contractor Project Manager"). The County must have access to the Contractor Project Manager during all hours, 365 days per year. The Contractor shall provide a telephone number where the Contract Project Manager may be reached on a twenty-four (24) hour per day basis.

2.3.3 The Contractor Project Manager shall be experienced in applicable regulatory requirements and guidelines for housekeeping in health care facilities which includes, but is not limited to, compliance with mandates of the following: Cal-OSHA, Centers for Disease Control & Prevention, National Institutes of Health, Joint Commission Standards and Elements of Performance, California Code of

Regulations, Title 22, Division 5, and all other applicable regulatory requirements.

- 2.3.4 The Contractor Project Manager will be the central point of contact with the County for all Housekeeping matters as appropriate.
- 2.3.5 The Contractor Project Manager and/or designated alternates shall have full authority to act for the Contractor and will manage all activities relating to the daily operation for all Facilities specified in the Contract. The Contractor Project Manager will need to coordinate with Facility management to schedule/plan various tasks which could impact/interfere with the delivery of services at each Facility, (i.e., arranging access to various areas of each Facility to address large area floor/carpet maintenance and cleaning), and work with operations staff to minimize the impact of such cleaning/maintenance on the services being delivered at each Facility
- 2.3.6 The Contract Project Manager will attend all regularly scheduled Facility Administrative Staff meetings. Contract Project Manager will actively participate in annual or regularly scheduled audits by all regulatory and accreditation bodies, including, but not limited to, the State of California, The Joint Commission, Centers for Medicare and Medicaid Services, etc. Additionally, this will include participating in all Sentinel Event, Infection Control and Facility injury investigations as appropriate and as requested by the Facility.
- 2.3.7 The Contractor Project Manager/alternate shall be able to effectively communicate in English, both orally and in writing.

2.4 Contractor Personnel

- 2.4.1 The Contractor shall assign a sufficient number of employees to perform the required work. At least one supervising employee on site shall be authorized to act for the Contractor in every detail and all Contractor staff must speak and understand English, both orally and in writing.
- 2.4.2 The Contractor shall be required to background check their employees and shall not assign any employee to a County facility whose

background is incompatible with services at the facility. This requirement is in addition to any County performed background clearance pursuant to Contract Paragraph Section 7.5, Backgrounds and Security Investigations.

- 2.4.3 The Contractor is responsible for ensuring that **only** personnel assigned to provide Housekeeping Services in the Facilities are Contractor's Housekeeping employees, specialty crew or specialty subcontractors. Refer to Appendix C - Technical Exhibit, Exhibit 24, Performance Requirements Summary.
- 2.4.4 The County may, at any time, give the Contractor written notice to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the County, detrimental to the interest of the health care Facility. The Contractor shall meet with representatives of the County to consider the appropriate course of action with respect to such matters and the Contractor shall take reasonable measures to assure the County that the conduct and activities of the Contractor's employee shall not be detrimental to the Facility.
- 2.4.5 Contractor's employees shall be at least eighteen (18) years of age, and the ability to provide verification of US citizenship or the right to work in the United States.
- 2.4.6 Contractor's employees shall be closely monitored to detect operational irregularities and noncompliance with contractual requirements. It is the Contractor's executive, management and supervisory employees' responsibility to see that the Contractor oversees the activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the County.

2.5 Uniforms and Identification Badges

- 2.5.1 The Contractor's employees assigned to County Facilities shall wear an appropriate uniform at all times. The uniform, at a minimum, is to consist of a shirt with the company name on it. All uniforms, as

required, will be approved by the Facility Project Manager or his/her designee, and will be provided by and at the Contractor's expense.

2.5.2 The Contractor shall ensure that its employees are appropriately identified as set forth in Contract Paragraph 7.4, Contractor's Staff Identification.

2.5.3 The Contractor shall ensure that every on-duty employee of the Contractor wears a visible County issued photo identification badge identifying the following: Name, title and department. Such badge shall be displayed on Contractor employee's person at all times when he/she is on duty at any County designated Facility.

2.6 Materials and Equipment

2.6.1 The Contractor is responsible for purchasing all supplies, materials and equipment to provide the needed services of the health care facilities.

2.6.2 The Contractor shall use supplies, materials and equipment that are commercial grade, safe for the environment, and that are safe for use by the employee. All supplies, materials and equipment are subject to approval by the County. Infection Control cleaning and disinfecting solutions shall be approved by the Facility's Infection Control Committee prior to use. All Contractor employees must wear safety and protective gear according to the OSHA/Cal-OSHA standards and equipment shall be maintained in accordance with the manufacturer's standards and specifications. Also, Contractor shall ensure all Material Safety Data Sheets are updated annually or as needed and that a copy is given to the Facility.

2.6.3 The Contractor is required to keep all equipment used to maintain the facilities in a safe and operable condition. All electrical equipment must be safety checked by Facility designated Bio-Medical Service staff prior to being placed into service and as appropriate thereafter.

2.7 Training

2.7.1 The Contractor shall be responsible for ensuring that each Contractor employee is familiar with the facility that they service.

- 2.7.2 The Contractor shall provide in-service education and training programs for all new employees and continuing in-service training for all employees and maintain evidence/documentation of said training available upon request. The in-service training should be at least on an annual basis and must be in compliance with OSHA/Cal-OSHA, The Joint Commission, Title 22, Division 5, and all other applicable regulatory requirements.
- 2.7.3 All Contractor employees shall be trained in their assigned tasks and in the safe handling of equipment.
- 2.7.4 All Contractor employees shall be trained in proper procedures and responsibilities in regards to the handling of protected health information in accordance with the Contractor's obligations as a business associate under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH).

2.8 Contractor's Office

The Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where the Contractor conducts business.

2.8.1 Business Hours

The Contractor's office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m. (PST), Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. If an answering service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of the call. Refer to Appendix C - Technical Exhibits, Exhibit 24, Performance Requirements Summary.

2.8.2 After Hours

When the Contractor's office is closed, an answering service shall be provided to receive calls. If an answering service receives the call after business hours, the Contractor must respond within thirty (30)

minutes of receipt of the call. Refer to Appendix C - Technical Exhibit, Exhibit 24, Performance Requirements Summary.

2.9 Emergency Procedures

The Contractor shall immediately report any emergency situations such as vandalism, broken water pipes, windows, doors, etc., to the County Facility Project Manager. If after hours, report any emergency to the Facility emergency services office.

2.10 Hours/Days of Work

See Facility Descriptions, Cleaning Requirements, Hours of Operation, Staffing and Specification Sheets, Technical Exhibits 1 through 23 for Facility hours of operation and cleaning hours.

2.11 Unscheduled Work

2.11.1 The Director, or his designee, may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. The performance of such services and related payments shall be as provided in the Contract Paragraph 5.0 – Contract Sum, Sub-paragraph 5.7 – Unscheduled Work Fund .

2.11.2 The Contractor shall prepare and submit a written description of the work with an estimate of labor and materials prior to performing any unscheduled work. If immediate action is needed, a verbal authorization can be given to perform unscheduled work and a written description of the work completed with an estimate of labor and materials can be submitted within one (1) business day to the County. If the unscheduled work exceeds the Contractor's estimate the Facility Project Manager or his/her designee must approve the excess cost. No unscheduled work shall commence without written/verbal authorization.

2.11.3 The Contractor shall commence all unscheduled work on the established specified date. The Contractor shall proceed diligently to complete said work within the time allotted.

2.11.4 The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

2.12 Consumable Supplies

For respective Facilities, Contractor shall provide supplies that are commercial grade and meet the required specifications in Exhibits A.2, Detailed Facility Cleaning Requirements for Medical Centers, and A.3, Detailed Facility Cleaning Requirements for Comprehensive Health Centers (CHC), Clinics and Administrative Offices, Technical Exhibits. The Contractor will supply, but is not limited to, all its own cleaning supplies. The Contractor will provide all soap, paper products, red bags, walk off mats, Sharp containers, etc. The awarded Contractor must provide samples of all supplies and MSDS sheets that will be used for the health care Facilities during the pre-job conference. Facilities will review products prior to use. Cleaning products are not to be used that have not had prior approval.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service is provided throughout the term of the Contract. The plan shall be submitted to the Facility Project Monitor and Facility Project Manager for review. The plan shall include, but may not be limited, to the following:

- 3.1 Method of monitoring to ensure that the Contract requirements are being met.
- 3.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided monthly to the County and upon request.
- 3.3 The Contractor shall maintain a written log of all complaints, including date, time, and the action taken or reason for the inaction. The log of complaints shall be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.
- 3.4 All complaints shall be addressed as soon as possible by the Contractor. The Contractor shall respond to a "call back" request within two (2) hours of

notification of the complaint. Refer to Appendix C - Technical Exhibits, Exhibit 24 – Performance Requirements Summary (PRS) for noncompliance. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint. The total cost incurred by the County will be deducted from the Contractor's monthly invoice.

- 3.5 The Contractor shall thoroughly complete each task in a professional manner. To this end, quality equipment and materials that comply with all current regulations and standards shall be used.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract in accordance with Contract Paragraph 8.0 - Standard Terms and Conditions, Sub-paragraph 8.18 - County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend any scheduled Facility Administrative Staff meetings (as needed). For example, monthly Environment of Care meetings and other monthly Infection Control meetings, quarterly Housekeeping Committee meetings, bed huddles, etc., for each facility covered by this Contract. Advance notification of at least one (1) business day will be provided.

Special meetings or emergency meetings, depending on the nature of an event or issue, may be scheduled during the same business day.

4.2 Contract Discrepancy Report

Verbal notification of a performance discrepancy will be made to the Facility Project Monitor as soon as possible whenever a performance discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

The Facility Project Monitor will determine whether a formal Contract Discrepancy Report shall be issued. If a formal Contract Discrepancy Report is issued, the Contractor is required to respond in writing to the Facility Project Monitor within five (5) business days, acknowledging the reported performance discrepancies or presenting contrary evidence. A plan for correction of all

performance deficiencies identified in the Contract Discrepancy Report shall be submitted to the Facility Project Monitor within ten (10) business days.

4.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time deemed necessary and appropriate by County. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The PRS is a listing of responsibilities, tasks and deliverables that are intended to be consistent with the terms of the Contract and the General Terms of the Statement of Work (SOW) and are not meant to create, extend, revise, or expand any obligation of the Contractor beyond that as defined in the Contract and the SOW (refer to PRS below).

In the case of apparent inconsistency between responsibilities, tasks and deliverables as stated in the Contract and the SOW and the PRS, the intent of the responsibilities, tasks and deliverables inherent in the provision of services under the terms of the Contract or the SOW will prevail.

When the Contractor's performance does not conform to the requirements of the Contract, the County will have the option, in its sole discretion, to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, provide target completion dates, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the assessment fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County in its sole discretion, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the Contract upon ten (10) business days written notice with or without cause, as provided for in Contract, Paragraph 8.0 - Standard Terms and Conditions, subparagraph 8.49 - Termination for Convenience, or for Default as provided in subparagraph 8.50, Termination for Default.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)			
SPECIFIC PERFORMANCE REFERENCE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED FOR NON-COMPLIANCE OR NON-PERFORMANCE
Contract Paragraph 7.5, Background Investigations	100% - Contractor employees shall pass a background check.	Inspection, Verification, Observation, and Reporting	Immediate removal of employee and \$1,000 per occurrence.
Contract Paragraph 7.7, Medical Screening	100% - Contractor employees shall pass medical screening prior to starting work, returning to work after 30 days or more sick leave, and annually.	Reporting, Verification and Observation	Immediate removal of employee and \$100 per day if Contractor allows an employee who has not passed medical screening to work.
Contract Paragraph 7.9, Mandatory Personnel Monitoring Reports	100% - Contractor shall submit semi-annually and as requested by County.	Verification, Reporting	\$100 per day late or if incomplete.
SOW, Paragraph 2.5, Uniforms and Identification Badges	100% - Contractor's employees shall always wear appropriate uniforms and have Contractor's identification badge and a County issued identification badge visible at all times.	Observation	Immediate removal of employee and \$100 per occurrence.
SOW, and Technical Exhibits	100% - Contractor is in compliance with cleaning requirements stated in the SOW, cleaning levels 1, 2, and 3.	Observation, Verification, and Reporting	\$100 per occurrence.
SOW, General Terms, Paragraph 2.2.1, Keys	Secure and maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	Contractor pays for re-keying of facility due to lost key(s)/key card.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)			
SPECIFIC PERFORMANCE REFERENCE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED FOR NON-COMPLIANCE OR NON-PERFORMANCE
SOW Paragraph 2.2.3, Storage, Proper storage of items and Paragraph 2.6, Materials and Equipment	Contractor shall store equipment and supplies and ensure chemicals are properly labeled, stored and secured in an orderly manner as required by DHS, Facility, and laws and regulations.	Inspection and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 2.11 Unscheduled Work.	Contractor shall complete all unscheduled work on time and according to plan submitted to and approved by Facility	Reporting, Verification and Observation and Inspection.	Up to \$500 per occurrence.
SOW, General Terms, Paragraph 2.12 Consumable Supplies	Contractor shall keep an adequate quantity of all consumable supplies on site and keep all appropriate dispensers of soap, paper towels, toilet paper, etc., stocked at all times.	Inspection and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 3.0 Quality Control	Contractor shall maintain a quality control plan for each Facility.	Reporting, Verification and Inspection	\$250 per occurrence.
SOW, General Terms, Paragraph 3.0 Quality Control	Contractor shall respond to any complaints within two hours.	Reporting, Verification and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 2.7 Training	Contractor shall ensure all employees trainings are current with Facility requirements.	Reporting, Verification and Observation and Inspection.	\$100 per occurrence.
SOW, General Terms, Paragraph 2.9 Emergency Procedures	Contractor shall immediately notify Facility Project Manager of any emergency situation.	Reporting, Verification and Observation and Inspection.	\$100 per occurrence.

STATEMENT OF WORK (SOW)

DETAILED FACILITY CLEANING REQUIREMENTS FOR MEDICAL CENTERS (MC)

LEVEL 1 INTENSITY CLEANING (IN-PATIENT/PATIENT CARE AREAS)

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

PATIENT CARE AREAS (UNITS)		
	TASK	FREQUENCY
1	<p>After patient discharge or transfer, the patient room is entirely cleaned.</p> <p>All horizontal surfaces including tables: bedside, under and over bed, beds, bedrails, knobs on monitors, telephones, hand-held television controls, chairs, countertops, vents, ledges, lights, light switches, television, monitors, curtain rails and wall fixtures should be cleaned with the hospital approved disinfectant. Includes high and low dusting of window sills.</p> <p>Using the hospital approved disinfectant, wipe and sanitize mattress: all sides and bed including frame, rails, and wheels by removing debris around wheel bearing. Make bed with clean linen. Do not tie knots in linen.</p>	<p>Respond within 15 minutes of patient discharge or transfer and complete within 45 minutes (Airborne Precautions Isolation requires waiting minimum 45 minutes between patient placement due to air changes requirement). Complete within one hour.</p>
2	Dust ceiling vents, air duct grills and ceilings.	Upon patient discharge and as needed, but not with patients present.
3	Empty linen bags and empty trash.	Every shift and as needed.
4	Collect personal items left by previous occupant and give to Nursing.	As needed.
5	Utility Rooms - All floors must be dust mopped prior to each mopping. Mop all floors. Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, wall corner coverings, door handles, door frames, IV stands, and wheel chair with hospital approved disinfectants.	Daily each shift, and as needed.
6	Wipe and sanitize gurneys, wheel chairs, stretchers, equipment, non-electrical beds, computer surfaces and rolling stands, after each use. Cover equipment with plastic bag (to identify cleaned equipment) and place in clean utility room.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

PATIENT CARE AREAS (UNITS)		
	TASK	FREQUENCY
7	Steam and thermal clean gurneys, wheel chairs, stretchers and equipment, non-electrical beds.	Twice a month and as needed.
8	All vertical surfaces: Walls, windows, ceiling vents, and doors should be spot cleaned. Remove all tape. Door handles and light switches should be wiped with a hospital approved disinfectant.	Daily and as needed.
9	Clean all Bathrooms (employee and patients), including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, and seat cover dispensers with hospital approved disinfectants. Replenish supplies, empty trash. Inpatient bathrooms shall be cleaned daily and special attention given to sanitizing the commodes, all bars, handles and doorknobs.	Each 8 hour shift and as needed.
10	Dust ceiling vents and ceilings.	Daily and as needed.
11	Scrub shower floors and wipe clean the shower walls and curtains.	Daily and as needed.
12	Replace cubicle curtains when soiled or damaged.	Check daily, change monthly or as needed and when visibly soiled or on discharge. All cubicle curtains of patients requiring Isolation precautions must be changed on discharge or as needed.
13	Mop all floors. Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, wall corner coverings, door handles, and door frames. Mop floors, applying approved germicide solution to entire floor surface.	Daily and as needed.
14	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

PATIENT CARE AREAS (UNITS)		
	TASK	FREQUENCY
	procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	
15	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
16	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
17	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

EMERGENCY DEPARTMENT (ED)		
Contractor shall provide the following housekeeping services for the Emergency Department utilizing dedicated Housekeepers and equipment. (Lock-in Housekeepers and equipment)		
	TASK	FREQUENCY
1	Wet mop Emergency Department floors.	2 times per shift daily and as needed.
	Clean all vertical surfaces: Walls, windows, ceiling vents, items attached to the ceilings, and doors should be spot cleaned. Door handles and light switches should be wiped with hospital approved disinfectant.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

EMERGENCY DEPARTMENT (ED) Contractor shall provide the following housekeeping services for the Emergency Department utilizing dedicated Housekeepers and equipment. (Lock-in Housekeepers and equipment)		
	TASK	FREQUENCY
2	Clean all Bathrooms (employee and patients), including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, doorknobs, rails and seat cover dispensers with hospital approved disinfectant. Replenish supplies, empty trash.	Every shift and as needed.
3	Dust ceiling vents, air duct grills and ceilings and light fixtures.	As needed, only when patients are not present.
4	All horizontal surfaces including tables: bedside and over bed, beds, bedrails, knobs on monitors, telephones, chairs, countertops, vents, ledges, lights, light switches, monitors, curtain rails and wall fixtures with hospital approved disinfectant.	Daily and as needed.
5	Wash all scrub and work sinks, including under surfaces, drainpipes and splashboards.	Twice daily and as needed.
6	Replace cubicle curtains when soiled or damaged.	Check daily, change when visibly soiled as needed and routinely every month.
7	Empty trash, empty soiled linen and hampers.	Each eight hour shift and as needed.
8	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

EMERGENCY DEPARTMENT (ED)		
Contractor shall provide the following housekeeping services for the Emergency Department utilizing dedicated Housekeepers and equipment. (Lock-in Housekeepers and equipment)		
	TASK	FREQUENCY
	by each facility.	
9	Clean all gurneys, examining tables, wheelchairs, stands, IV poles and footstools with hospital approved disinfectants.	After each patient and daily and as needed.
10	Any room requiring decontamination must be cleaned according to facility Infection Control procedures.	Within 15 to 30 minutes after notification.
11	Remove all portable equipment from room, when performing floor care. Equipment must be cleaned before returning to room. This includes cleaning all equipment (i.e. wards and units).	Daily and as needed.
12	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
13	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
14	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

EMERGENCY DEPARTMENT (ED)		
Contractor shall provide the following housekeeping services for the Emergency Department utilizing dedicated Housekeepers and equipment. (Lock-in Housekeepers and equipment)		
	TASK	FREQUENCY
	commode, wheelchairs should be cleaned with the hospital approved disinfectant.	

ISOLATION ROOMS/TERMINAL CLEANING OF PATENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall provide the following additional or special housekeeping services for Isolation Rooms including decontaminating equipment and disposing of solution after each cleaning of an isolation room as required by Hospital Infection Control Policy. Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
1	Remove all trash, CLEAN WITH GERMICIDICAL DISINFECTANT AND REPLACE LINER. Fill all dispensers	Every eight hour shift and as needed.
2	Clean the bathroom according to Departmental policy. Clean door surfaces, door handles, fixtures. Wash entire door surface and any potentially contaminated surface. Damp wipe all ledges, fixtures and furniture including doorknobs and telephone. , and spot wash walls.	Daily and as needed.
3	Damp dust all horizontal surfaces walls and air vents, fixtures, etc above shoulder height.	Daily clean as needed.
4	Replace cubicle curtains and window drapes upon discharge, or when damaged or soiled.	Check curtains and window drapes daily, change when visibly soiled as needed and routinely every month.
5	Clean mini-blinds.	Weekly and as needed.
6	Report any hazardous conditions and items in need of repair to Hospital Administration.	As needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

ISOLATION ROOMS/TERMINAL CLEANING OF PATENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE Contractor shall provide the following additional or special housekeeping services for Isolation Rooms including decontaminating equipment and disposing of solution after each cleaning of an isolation room as required by Hospital Infection Control Policy. Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
7	Replace soiled or damaged curtains as needed and after isolation is discontinued.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse.
8	Empty water and use new mop before and after isolation room cleaning.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse.
9	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
10	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

INTENSIVE CARE UNITS (ICU), CRITICAL CARE UNITS (Coronary/Medical/Surgical/Pediatric/Neonatal) Contractor shall provide the following additional services utilizing dedicated (Lock-in Housekeepers and equipment).		
	TASK	FREQUENCY
1	Clean all horizontal surfaces including: tables, bedside and over bed, beds, bedrails, knobs on monitors, telephones, hand-held television controls, chairs, countertops, vents,	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

INTENSIVE CARE UNITS (ICU), CRITICAL CARE UNITS (Coronary/Medical/Surgical/Pediatric/Neonatal) Contractor shall provide the following additional services utilizing dedicated (Lock-in Housekeepers and equipment).		
	TASK	FREQUENCY
	ledges, lights, light switches, television, monitors, sharp container, glove holder, thermometer, Iv poles, blood pressure unit, curtain rails and wall fixtures, and call button/cord should be cleaned with the hospital approved disinfectant. Maintain a daily cleaning log file for each of the ICUs and other units and provide a copy to unit nursing supervisor.	
2	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
3	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.
4	Wet mop ICUs.	2 times per shift daily and as needed.
5	Clean sinks: inside and outside and drain covers and vent openings, hoppers: inside and outside and handles, soap dispensers, towel dispensers, toilet tissue dispensers, and seat cover dispensers with hospital approved disinfectant. Replenish supplies, empty trash.	At the end of each shift and as needed.
6	Inspect laminar curtains and spot clean or remove per hospital procedures.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

INTENSIVE CARE UNITS (ICU), CRITICAL CARE UNITS (Coronary/Medical/Surgical/Pediatric/Neonatal) Contractor shall provide the following additional services utilizing dedicated (Lock-in Housekeepers and equipment).		
	TASK	FREQUENCY
7	Replace cubicle curtains when soiled or damaged.	Inspect daily, replace on discharge and as needed.
8	All vertical surfaces: Walls, windows, ceiling vents, and doors should be spot cleaned. Remove all tape. Door handles and light switches should be wiped with a hospital approved disinfectant.	Daily and as needed.
9	Incubators must be cleaned with hospital approved disinfectant.	On discharge per unit approved procedures.
10	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed.

OPERATING ROOM (OR) SUITES Surgery/Recovery/Labor and Delivery/Pre-Op/Post-Op Holding Areas Contractor shall ensure that all Housekeepers wear disposable scrub suit, shoe covers, cap and mask upon entering Operating Room (OR) Suites and that Housekeepers wear cover gowns over scrub suits when leaving. At the beginning of each shift, Housekeeper shall check with the OR supervisor or appointed representative for any special housekeeping services or duties which must be performed. All soiled mop heads will be taken to the Housekeeping Department to be exchanged for clean ones. Clean mop heads are to be used after each surgical case. Contractor shall provide the following additional or special housekeeping services for the Operating Suites utilizing dedicated equipment. THIS EQUIPMENT SHOULD NEVER BE REUSED TO CLEAN OTHER AREAS OF THE HOSPITAL.		
	TASK	FREQUENCY
1	Clean and buff all Operating Suite and recovery floors with exception of designated operating rooms.	Twice a month and/or as-needed.
2	Clean ORs and delivery rooms and recovery	After each case and daily as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

OPERATING ROOM (OR) SUITES Surgery/Recovery/Labor and Delivery/Pre-Op/Post-Op Holding Areas Contractor shall ensure that all Housekeepers wear disposable scrub suit, shoe covers, cap and mask upon entering Operating Room (OR) Suites and that Housekeepers wear cover gowns over scrub suits when leaving. At the beginning of each shift, Housekeeper shall check with the OR supervisor or appointed representative for any special housekeeping services or duties which must be performed. All soiled mop heads will be taken to the Housekeeping Department to be exchanged for clean ones. Clean mop heads are to be used after each surgical case. Contractor shall provide the following additional or special housekeeping services for the Operating Suites utilizing dedicated equipment. THIS EQUIPMENT SHOULD NEVER BE REUSED TO CLEAN OTHER AREAS OF THE HOSPITAL.		
	TASK	FREQUENCY
	cubicles after each case and within 30 minutes of notification.	
3	Check and clean all ceilings, walls, and fixtures attached to walls and ceilings, including ceiling lights. Dust all vents. Wipe and clean portable items to include OR tables, footstools, buckets, rubber hoses, cabinets, shelves. Maintain all portable equipment inside OR.	Immediate after each surgery case and daily and as needed.
4	Wipe OR table and all furniture and all horizontal surfaces. Wet vacuum floor with hospital approved disinfectant. Clean baseboards Wipe and scrub work sinks, including under surfaces and drainpipes. Wash exposed surfaces of OR lights. Dispose of trash and linen. Wet wipe hamper stands and replace with fresh hamper bag. Clean and scrub room mats	Immediately after each surgery case and daily as needed.
5	Wipe walls, doors, doorframes, footstools, buckets,	Immediately (STAT) after each surgery case.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

OPERATING ROOM (OR) SUITES Surgery/Recovery/Labor and Delivery/Pre-Op/Post-Op Holding Areas Contractor shall ensure that all Housekeepers wear disposable scrub suit, shoe covers, cap and mask upon entering Operating Room (OR) Suites and that Housekeepers wear cover gowns over scrub suits when leaving. At the beginning of each shift, Housekeeper shall check with the OR supervisor or appointed representative for any special housekeeping services or duties which must be performed. All soiled mop heads will be taken to the Housekeeping Department to be exchanged for clean ones. Clean mop heads are to be used after each surgical case. Contractor shall provide the following additional or special housekeeping services for the Operating Suites utilizing dedicated equipment. THIS EQUIPMENT SHOULD NEVER BE REUSED TO CLEAN OTHER AREAS OF THE HOSPITAL.		
	TASK	FREQUENCY
	rubber hoses, fire extinguishers, clocks, fixtures attached to walls, and cabinets or shelves with hospital approved disinfectant.	
6	Clean autoclave including doors and area beneath and maintain cleaning records as directed by OR and Delivery Room Supervisors.	Immediately (STAT) after each surgery case.
7	Wash walls, surgery table, scrub rooms, OR wall, doors, doorframes, footstools, buckets, soiled linen hampers, waste receptacles, rubber hose fixtures attached to walls, and cabinets or shelves with bactericidal detergent.	Daily after last case.
8	Thoroughly clean equipment furniture gurneys and recovery room beds, remove tape.	Immediately after each surgery case.
9	Remove dirt and debris, e.g. sutures and lint, from all wheels of operating room equipment.	Daily and as needed.
10	Dispose of surgical suction canisters after solidification. NOTE: The canisters are considered Medical Waste.	Disposed of after each surgical case, and as needed.
11	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

OPERATING ROOM (OR) SUITES Surgery/Recovery/Labor and Delivery/Pre-Op/Post-Op Holding Areas		
<p>Contractor shall ensure that all Housekeepers wear disposable scrub suit, shoe covers, cap and mask upon entering Operating Room (OR) Suites and that Housekeepers wear cover gowns over scrub suits when leaving. At the beginning of each shift, Housekeeper shall check with the OR supervisor or appointed representative for any special housekeeping services or duties which must be performed. All soiled mop heads will be taken to the Housekeeping Department to be exchanged for clean ones. Clean mop heads are to be used after each surgical case. Contractor shall provide the following additional or special housekeeping services for the Operating Suites utilizing dedicated equipment.</p> <p style="text-align: center;">THIS EQUIPMENT SHOULD NEVER BE REUSED TO CLEAN OTHER AREAS OF THE HOSPITAL.</p>		
	TASK	FREQUENCY
	collection location for removal by sharps reprocessing contractor as designated by each facility.	
12	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
13	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS Contractor's housekeeping services shall provide at the highest level of intensity for the following areas utilizing dedicated (locked-in housekeepers and equipment). The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas of the hospital. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
1	Monitor/patrol area and spot clean.	Each Shift and as needed.
2	Wet mop, all lobbies, hallways, and waiting rooms and apply hospital approved cleaning solution to entire floor surface when mopping including appropriate cleaning solutions for tile surfaces as applicable.	2 times per shift, daily and as needed.
3	All vertical surfaces: Walls, cabinets, windows, ceiling, air duct vents, and all items attached to the ceiling should be spot cleaned. Remove all tape. Doors, door handles and light switches shall be wiped with a hospital approved disinfectant.	Daily and as needed.
4	Thoroughly clean and disinfect all horizontal surfaces including tables, knobs on monitors, telephones, chairs, countertops, ledges, lights, light switches, curtain rails and wall fixtures with the hospital approved disinfectant.	Daily and as needed.
5	Clean all bathrooms and staff lockers (employee and patients) including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, and seat cover dispensers with hospital approved disinfectants. Replenish all supplies, empty trash.	Twice daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS Contractor's housekeeping services shall provide at the highest level of intensity for the following areas utilizing dedicated (locked-in housekeepers and equipment). The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas of the hospital. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
6	Clean all gurneys, examining tables, wheelchairs, stands, IV poles and footstools.	Daily and/or as-needed.
7	Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, wall corner coverings, door handles, and door frames, with hospital approved disinfectants.	Twice daily and as needed.
8	Empty trash, empty soiled linen bags and hampers.	Each eight hour shift and as needed.
9	Change cubicle curtains/drapes when soiled and as needed.	Each eight hour shift and as needed.
10	Any room requiring decontamination SHALL BE cleaned according to Infection Control procedures. Cleaning to include pest extermination as necessary.	Within 15 to 30 minutes after notification. As needed.
11	Remove all portable equipment from room, when performing floor care. Equipment must be cleaned before returning to room. This includes cleaning all equipment (i.e. wards and units).	Daily and as needed.
12	Clean pantry as required, this includes the microwave oven.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS Contractor's housekeeping services shall provide at the highest level of intensity for the following areas utilizing dedicated (locked-in housekeepers and equipment). The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas of the hospital. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
13	Clean autoclaves/sterilizers.	Weekly per established procedure and maintain cleaning records as directed by Central Service Supervisor.
14	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
15	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed.
16	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	Daily and as needed.
17	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
	TASK	FREQUENCY
1	Sweep/Dust mop all non-carpeted areas daily, including corners, baseboards and inaccessible areas such as behind beds. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and dust mop all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors (All floors must be swept before mopping).	Daily and as needed.
4	Clean and mop spills, blood, feces, sputum and glass.	Immediately and as needed.
5	Contain and clean bio-hazardous waste spills, per established facility procedure.	Immediately and as needed.
6	Contain and clean as appropriate hazardous waste spills, per Facility procedure.	Immediately and as needed.
7	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control procedures.	Immediately and as needed.
8	Buff floors. Mop before buffing. Spray buff all patient care rooms (including waiting rooms, lobbies, nursing stations, exam rooms and patient rooms).	Three (3) times per week.
9	Apply floor finish.	Monthly and as needed.
10	Mop, scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with a gloss acceptable to the Administrator.	Twice monthly and as needed.
11	Maintain flooring as prescribed by manufacturer and per Infection Control procedures.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
12	Vacuum carpets in, floor areas, hallways and waiting rooms. Check, and remove spots and stains from carpeted areas.	Daily and as needed.
13	Spot shampoo carpets. Check and remove spots and stains from carpeted areas.	As needed.
14	Shampoo heavy use carpets.	Monthly, and as needed.
15	Shampoo carpets.	Bi-annually and as needed.
16	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.

RESTROOMS		
	TASKS	FREQUENCY
1	Clean restroom fittings.	Every shift and as needed.
2	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
3	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
4	Replenish hand soap.	As needed.
5	Damp mop floors.	Every shift and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

RESTROOMS		
	TASKS	FREQUENCY
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors. Remove gum and other sticky substances.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

PAY TELEPHONES		
3	Report damaged or un-useable telephones to the Hospital Administration.	Daily and as needed.

SUPPLEMENTARY WORK		
	TASK	FREQUENCY
1	Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms and drinking fountains.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Each 8 hour shift and as needed.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas in ICUs with germicidal solution.	Daily and as needed.
5	Dispose of soiled linen and replace.	Daily and as needed.
6	Clean and polish drinking fountains.	Daily and as needed.
7	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels,	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

SUPPLEMENTARY WORK		
	TASK	FREQUENCY
	and windows.	
8	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
9	Dust all horizontal surfaces, cabinet faces and interiors	Daily and as needed.
10	Damp dust all furnishings and repair.	Daily and as needed.
11	Damp dust all furnishings.	Daily and as needed.
12	Vacuum upholstered furnishings.	Daily and as needed.
13	Clean Refrigerator interior	Weekly.
14	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
15	Clean Refrigerator exterior	Weekly.
16	Wash vertical surfaces of ICUs.	Daily and as needed.
17	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

SUPPLEMENTARY WORK		
	TASK	FREQUENCY
	sharps reprocessing contractor as designated by each facility.	
18	Wash ceilings vents.	Daily and as needed.
19	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
20	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, weekly and change as needed or as directed by Infection Control.
21	Wash ceilings vents.	Daily and as needed.
22	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
23	Dust mop all heavy traffic areas.	Each shift, daily, and as needed.
24	Clean designated offices during day hours.	Daily and as needed.
25	Steam clean trash containers.	Monthly.
26	Clean trash containers.	Monthly.
27	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

SUPPLEMENTARY WORK		
	TASK	FREQUENCY
	bars. Remove tape from all surfaces. Check painted walls for marks and remove. Spot wash stairwell and walls.	
28	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
29	Clean patient care areas between patient encounters.	As requested by clinic staff.
30	Clean designated offices during day hours.	Daily and as needed.
31	Steam clean trash containers.	Monthly.
32	Clean trash containers inside and outside with germicidal spray.	Once per month.

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
1	Clean up hazardous and bio-hazardous waste (medical waste) spills, per established facility Infection Control procedures and applicable regulations.	Immediately and as needed.
2	Mop and decontaminate areas following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control procedures.	Immediately and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
3	Bio-hazardous waste shall be contained for storage and disposal in red autoclavable plastic bags ("red bags") with indicator strips which are impervious to moisture and have strength sufficient to preclude ripping tearing or bursting under normal conditions of usage and handling, and tied to prevent leakages or expulsion of solid or liquid wastes during storage, handling or transport. All bags used for collection, storage and disposal of bio-hazardous waste shall be red in color. All containers/carts for red bags shall kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
4	Pick-up and transport bio-hazardous and hazardous waste to designated holding area/locations. Garbage chutes shall not be used to transfer bio-hazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
5	Bio-hazardous waste will be picked up from the designated holding area/locations and will be taken to the autoclave for sterilization and disposed of according to facility procedure and applicable regulations. All containers/carts for red bags shall kept locked at all times.	Once per shift daily and as needed.
	Weigh and record red bags prior to being autoclaved.	In accordance with procedures established by Facility

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
6	Records are to be kept for five years. Use biological indicators weekly to test the sterilizer. Records are to be kept for five years. Bio-hazardous waste shall be sterilized in the retort sterilizer. Bio-hazardous waste must be subjected to a minimum of 298 degrees temperature for 3.5 hours or as applicable regulations require. Contractor supervisor shall inspect temperature gauge to be certain that Bio-hazardous waste has been autoclaved prior to placement into the trash compactor in accordance with hospital procedure manuals, Infection Control procedures and applicable regulations. Replace liners as needed.	Administrators.
7	Send autoclave spore test to Infection Control. Retain results in Contractor's Office for five years.	Weekly.
8	Chemotherapeutic Waste Material removal/disposal is placed in a yellow plastic bag and labeled "Chemotherapy Hazard". When collected, chemotherapy waste is taken to the Bio-hazardous Waste holding area and held for collection by a County provided hazardous waste collection contractor. Pick up chemotherapy and hazardous waste and transport to holding area.	As needed.
	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Daily and as needed.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
9		
10	Place Radiation Hazardous Waste in the in the radiation hazardous waste area. Trash from radiation hazard areas is not to be removed until checked and released by the Radiation Safety Officer or designee.	Daily and as needed.
11	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler. Records are to be kept by Contractor for five years.	Daily and as needed. In accordance with procedures established by Facility Administrators.
12	Remove and replace sharps containers when 3/4 full. Sharps waste shall be contained for disposal in rigid puncture proof containers. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed. In accordance with procedures established by Facility Administrators.
13	Rigid disposal containers of bio-hazardous sharps waste shall be labeled as bio-hazardous waste.	Daily and as needed. In accordance with procedures established by Facility Administrators.
14	Remove full sharps containers in a covered custodial cart and transport to designated holding area for pick up by County designated preprocessing contractor.	Daily and as needed. In accordance with procedures established by Facility Administrators.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Collect and remove solid waste generated in the building and place into Contractor provided receptacles.	Twice daily and as needed.
2	Normal waste collection.	Daily and as needed.
3	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
4	Containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction and labeled or listed by Underwriters Laboratories, Inc. is acceptable.	As needed.
5	Clean areas/rooms used for the collection of solid waste.	Daily and as needed.
6	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.
7	Empty and clean all waste paper baskets, receptacles and ash trays.	Daily and as needed.
8	Replace fresh liners.	As needed.
9	Deposit/Deliver all trash from building to dumpster as trash bags are filled; remove jams/or blockages that may	Daily as requested.

LEVEL 1 INTENSITY (IN-PATIENT/PATIENT CARE AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
	occur in dumpster.	
10	Steam clean trash containers.	Weekly and as needed.
11	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Daily and as needed.

LEVEL 2 INTENSITY CLEANING (NON-PATIENT AREAS)

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and thresh hold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Move furniture and equipment including beds, examining tables and other equipment and furniture for storage upon request by facility administrator or designee.	Daily and as needed.
4	Remove graffiti. (Exterior and Interior)	Daily and as needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards and Trays. Clean Boards.	Daily and as needed.
7	Clean Chalk Boards and Trays. Clean Boards.	Daily and as needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers.	Daily and as needed.
10	Empty recycle bins in office areas.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
11	<p>Remove and store recycle bins contents in designated areas.</p> <p>Maintain confidential bins for shredding of confidential trash, weigh and count containers. Empty according to facility procedure if necessary maintaining appropriate control procedures for protected health information.</p> <p>Separate the cardboard from normal trash for recycling by bailing of cardboard. Contractor to provide baler and prepare and bale all cardboard for recycling.</p>	<p>When recycle bins are full and as</p> <p>Twice a week (Tuesday and Friday) or as needed</p> <p>Daily and as needed.</p>
12	<p>Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to Facilities Management. If not repaired within five (5) working days, report to the Hospital Administrator.</p>	<p>As needed.</p>
13	<p>Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.</p>	<p>Daily and as needed.</p>

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
14	Turn in lost articles to hospital administration.	Daily and as needed.
15	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
16	Damp dust exterior of any fire extinguisher.	Daily and as needed.
17	Damp dust exterior surfaces of vending machines.	Daily and as needed.
18	Move furniture and equipment including beds, examining tables and other equipment and furniture for storage upon request by facility administrator or designee.	As needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas at 8:00 am and 10:00 pm.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Immediately upon notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish using non-slip wax.	Monthly and as needed.
7	Scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
9	Vacuum entrance rugs.	Daily and as needed.
10	Spot shampoo carpets and rugs. Check and remove spots and stains from carpeted areas.	As needed.
11	Shampoo heavy use carpets and rugs. Vacuum carpets and rugs before shampooing.	Monthly and as needed.
12	Shampoo carpets and rugs. Remove movable items (chairs, tables, boxes, etc.) from area prior to shampooing. In most cases carpet area should be shampooed on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and shampoo/clean upholstered furnishing.	As needed and as requested.
14	Public Cafeteria - Dining Area – Strip and wax floors.	Monthly and as needed.
15	Maintain flooring as prescribed by manufacturer and applicable regulations.	As needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information Systems or Hospital Administration as appropriate.	Daily and as needed

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break	After each use.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
	rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets.	Daily and as needed.
5	Shampoo Carpets/rugs.	Quarterly and as needed.

PHYSICIAN'S CALL ROOMS		
	TASK	FREQUENCY
1	Wipe and clean all tables, chairs; vertical and horizontal surfaces.	Daily and as needed.
2	Sweep and mop floors.	Daily and as needed.
3	Apply floor finish.	As needed.
4	Clean and disinfect urinals, basins, clean toilet seats (on both sides), clean inside and outside of basins, and toilets, clean and polish all metal fixtures, clean mirrors, clean `walls, doors, partitions, dust vents, sweep and mop floors.	Daily and replenish supplies as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

PHYSICIAN'S CALL ROOMS		
	TASK	FREQUENCY
5	Clean showers.	Daily and as needed.
6	Strip bed, wet wipe mattress, bed frame and pillow with germicidal solution.	Daily and as needed.
7	Remake bed using clean linen.	Daily and as needed.

LINEN ROOM		
	TASK	FREQUENCY
1	Buff floors. Mop before buffing.	Monthly as needed.
2	Buff floors. Mop before buffing.	Monthly as needed.
3	Apply floor finish.	Monthly and as needed.
4	Scrub or strip and refinish floors. Maintain in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas, including shelving and bins using a chemically treated dust control	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

	WAREHOUSE/STORAGE AREAS	
	TASK	FREQUENCY
	device.	
2	Machine scrub all floors with an approved solution.	Twice a week.

	KITCHEN, NUTRITION AREAS), PHYSICIAN CONFERENCE AND DINING ROOM	
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces above 6 feet, including cleaning all air vents.	Daily and as needed.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats.	Weekly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily and as needed.
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily and as needed.
4	Empty and clean all ash trays.	Daily and as needed.

FINISHING WORK		
	TASK	FREQUENCY
1	Clean restrooms and sinks and replenish supplies. Replenish waterless hand sanitizer/alcohol foam in all areas and wipe down dispensers. Empty canisters must be recycled. Clean and disinfect seat, seat covers (both sides, towel and paper fittings.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.	
2	Clean public restrooms and replenish supplies.	Each 8 hour shift and as needed.
3	Clean employee restrooms, and replenish supplies (e.g., soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas in ICUs.	Daily and as needed.
5	Dispose of soiled linen.	Daily and as needed.
6	Clean and polish drinking fountains.	Each 8 hour shift and as needed.
7	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
8	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
9	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed;	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - chairs; - footstools; - linen hampers; - carts; - wheelchairs; - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates, railings, wall corner coverings, door handles, door frames and foot plates, portable	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	chart racks, I.V. stands, and wheelchairs.	
13	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.
14	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
15	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
16	Wash vertical surfaces of ICUs.	Daily and as needed.
17	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Wash ceilings vents.	Daily and as needed.
19	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
20	Vacuum upholstered furnishing.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Replace cubicle curtains when soiled or damaged.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, outpatient clinics, Emergency Department and heavily used areas of the X-Ray Dept. throughout the day to maintain	2 times, 8 hour shift, and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	clean and tidy conditions.	
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator door tracks clean and free of dust and debris.	Daily and as needed.
26	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
27	Dust mop all heavy traffic areas.	Each shift and as needed.
28	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
29	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested.	After each use within the buildings.
30	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
31	Conference dining room.	Daily and as needed.
32	Kitchen.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
33	Change Floor mats.	Weekly as needed.
34	<p>Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges and doors; spot clean walls.</p> <p>Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. If not repaired within five (5) working days, report to the Assistant Hospital Administrator.</p> <p>Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.</p>	Daily and as needed.
35	<p>Damp dust fire extinguishers.</p> <p>Damp dust exterior surfaces of vending machines.</p>	Daily and as needed.
36	<p>Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow proper Hospital Infection Control, Decontamination and Safety Procedures to minimize spread of contaminants.</p> <p>Decontaminate any room, surface, or area following infectious exposure.</p>	Immediately and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
1	Clean up hazardous and bio-hazardous waste spills per established hospital procedure and applicable regulations.	Immediately upon notification of spill and as needed.
2	Bio-hazardous and hazardous waste pick up and transfer to designated holding area. All containers/carts for red bags shall kept locked at all times.	Daily and as needed.
3	<p>Dispose of all waste.</p> <p>All medical waste must be handled in compliance with the California <u>Medical Waste Management Act (CA Health and Safety Code Statue 117600 – 118360)</u></p> <p>Transport normal waste either by disposal in trash containers and leak-proof carts. Bio-hazardous waste is red bagged and transported to the designated handling areas. All containers/carts for red bags shall kept locked at all times.</p> <p>The bio-hazardous waste shall be sterilized in the retort sterilizer. Bio-hazardous waste must be subjected to 298 degrees temperature for 3.5 hours at a minimum.</p> <p>Contractor supervisor shall inspect temperature gauge to be certain that bio-hazardous waste, has been autoclaved prior to placement into the trash compactor in accordance with hospital procedure manuals and applicable regulations. Records must be maintained for five years.</p> <p>Replace cart liners as needed.</p> <p>Deposit trash collected into containers.</p>	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
4	Place Radiation Hazard waste in the in the radiation hazard waste area until checked and released by the Radiation Safety Officer.	Daily and as needed.
5	Remove and replace sharps containers when 3/4 full. Transport to and place in the holding area for pick up by licensed medical waste reprocessor. Medical waste hauler to incinerate and dispose of used sharps/pharmaceutical waste containers.	At least once per shift daily and as needed.
6	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler. Records must be maintained for five years.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests including ants, flies, fleas, roaches, gnats, spiders, rodents, etc.</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

2	Provide Pest Extermination Services.	Weekly in-patient/patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California. Records must be maintained for five years.	In the provisions of all Pest Extermination Services.

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.
2	Clean and sweep all interior streets and parking lots on the campus.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings on the campus and parking	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
	lots using conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facility Administrator.	
4	Sweep sidewalk areas (Main Unit) and remove cigarette butts Sidewalk traversing areas. Hospital, clinic. Sidewalks joining clinics, trailers and hospitals.	Daily and as needed.
5	Remove scuff marks from yellow painted edges/ surfaces.	Daily and as needed.
6	Wash all sidewalks.	Daily and as needed.
7	Sweep steps and landings.	Daily and as needed.
8	Sweep areas between buildings flanking entryway to hospital and trailers.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
9	Sweep hospital rear sidewalks, entrance and dock area. Sweep entire concrete area running across rear of hospital.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	Daily and as needed.

WINDOW WASHING SERVICE		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows.	Quarterly. Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking into the working area.	Quarterly. Provide a 2 day notice prior to cleaning.
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	The use of these power lifts is prohibited during severe or adverse weather.	

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

CONSUMABLE SUPPLIES	
<p>The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.</p> <p>Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.</p>	
1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide commercial grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
7	Must provide "red bags" and autoclave liners.
8	Must provide trash liners.
9	Must provide waterless hand sanitizer/alcohol foam in all areas. Empty canisters are to be recycled.

STATEMENT OF WORK (SOW)

**DETAILED FACILITY CLEANING REQUIREMENTS
FOR COMPREHENSIVE HEALTH CENTERS (CHC), CLINICS
AND ADMINISTRATIVE OFFICES**

**LEVEL 1 INTENSITY CLEANING FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS)**

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

CLEANING OF PATENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
1	Remove all trash.	Every eight hour shift and as needed.
2	Clean door surfaces, door handles, examining table, countertops, chairs, instrument stands, telephone, monitors and fixtures using hospital approved disinfectant. Wash entire door surface and any potentially contaminated surface.	Daily and as needed.
3	Check all walls and air vents.	Daily clean as needed.
4	Replace cubicle curtains when soiled or damaged.	Check curtains and window drapes daily, change when visibly soiled as needed and routinely every month.
5	Clean mini-blinds or vertical blinds.	Weekly and as needed.
6	Empty water and use new mop.	For each room and as needed.
7	Report any hazardous conditions and items in need of repair to Hospital Administration.	As needed.
8	Replace curtains as needed and after isolation is discontinued.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse.
9	Mop floor, applying approved germicide solution to entire floor surface. Empty water and use new mop before and after isolation room cleaning.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse/Laboratory Supervisor.
10	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

CLEANING OF PATIENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
	compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	
11	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
1	Monitor/patrol area and spot clean.	Each Shift and as needed.
2	Wet mop, all lobbies, hallways, and waiting rooms and apply cleaning solution to entire floor surface when mopping including appropriate cleaning solutions for tile surfaces as applicable.	2 times per shift daily and as needed.
3	All vertical surfaces: Walls, cabinets, windows, ceiling, air duct vents, and all items attached to the ceiling should be spot cleaned. Remove all tape. Doors, door handles and light switches shall be wiped with	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	a hospital approved disinfectant.	
4	Thoroughly clean and disinfect all horizontal surfaces including tables, knobs on monitors, telephones, chairs, countertops, ledges, lights, light switches, curtain rails and wall fixtures with the hospital approved disinfectant.	Daily and as needed.
5	Clean all bathrooms and staff lockers (employee and patients) including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, door knobs, rails and seat cover dispensers with hospital approved disinfectants. Replenish all supplies, empty trash.	Twice daily and as needed.
6	Clean all gurneys, examining tables, wheelchairs, stands, IV poles and footstools.	Between all patients and as needed.
7	Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, baseboards, wall corner coverings, door handles, and door frames, with hospital approved disinfectants.	Twice daily and as needed.
8	Empty trash, empty soiled linen bags and hampers.	Each eight hour shift and as needed.
9	Replace cubicle curtains when soiled or damaged.	Each eight hour shift and as needed.
10	Any room requiring decontamination SHALL BE cleaned according to Infection Control procedures.	Within 15 to 30 minutes after notification.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	Cleaning to include pest extermination as necessary.	As needed.
11	Remove all portable equipment from room, when performing floor care. Equipment must be cleaned before returning to room. This includes cleaning all equipment (i.e. wards and units).	Daily and as needed.
12	Clean pantry as required, this includes the microwave oven.	Daily and as needed.
13	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
14	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed.
15	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	cleaned with the hospital approved disinfectant.	
16	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

DAY SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during day hours	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

NIGHT/EVENING SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during night/evening hours.	Daily and as needed.

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
	TASK	FREQUENCY
1	Sweep/Dust mop all non-carpeted areas daily, including corners, baseboards and inaccessible areas such as behind beds. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and dust mop all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors (All floors must be swept before mopping.)	Daily and as needed.
4	Clean and mop spills, blood, feces, sputum and glass.	Immediately, no later than within 5 minutes of notification and daily and as needed.
5	Contain and clean biohazardous waste spills, per established Facility procedure.	Immediately, no later than within 5 minutes of notification and daily and as needed.
6	Contain and clean as appropriate hazardous waste	Immediately, no later than within 5 minutes of notification and

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
	TASK	FREQUENCY
	spills, per Facility procedure.	daily and as needed.
7	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control procedures.	Immediately, must be within five minutes of notification of spill, and as needed.
8	Buff floors. Mop before buffing. Spray buff all patient care rooms (including waiting rooms, lobbies, nursing stations, exam rooms and patient rooms).	Three (3) times per week.
9	Apply floor finish prescribed by manufacturer (non-slip wax).	Monthly and as needed.
10	Mop, scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with a gloss acceptable to the Administrator.	Twice monthly and as needed.
11	Maintain flooring as prescribed by manufacturer and per applicable regulations.	Daily and as needed.
12	Vacuum carpets in, floor areas, hallways and waiting rooms. Check, and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	Daily and as needed.
13	Spot shampoo carpets. Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	As needed.
14	Shampoo heavy use carpets areas according to carpeting manufacturer's instructions.	Monthly, and as needed.
15	Shampoo carpets areas according to carpeting manufacturer's instructions.	Bi-annually and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

RESTROOMS		
	TASKS	FREQUENCY
1	Clean restroom fittings.	Every shift and as needed.
2	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
3	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
4	Replenish hand soap.	As needed and as requested by Unit Supervisor.
5	Damp mop floors.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or un-useable telephones to Information Systems or Administration department.	Daily and as needed.

FINISHING WORK		
	TASK	FREQUENCY
1	Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms and drinking fountains.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Each hour and as needed.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Dispose of soiled linen.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	marks and smears and clean low level interior glass partitions, glass door panels, and windows.	
7	Dust electrical equipment (only if not connected to patients). Also nurse work stations.	Daily and as needed.
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
9	Dust all horizontal surfaces, cabinet faces and interiors	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; - carts; - wheelchairs; 	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Steam clean upholstered furnishings	Quarterly or as needed.
13	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates,	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	
15	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
16	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
17	Damp dust all high level surfaces, ceilings and items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility. Replace sharps container liners.	Check daily, remove and replace when $\frac{3}{4}$ full and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
19	Wash ceilings vents.	Daily and as needed.
20	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, outpatient clinics, Emergency Department and heavily used areas of the X-Ray Dept. throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed. Public Restrooms are to be checked hourly.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	
26	Dust mop all heavy traffic areas.	Each shift and as needed.
27	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
28	Clean patient care areas between patient encounters.	As requested by clinic staff.
29	Clean designated offices during day hours.	Daily and as needed.
30	Steam clean trash containers.	Monthly.
31	Clean trash containers inside and outside with germicidal spray.	Once per month.

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
1	Clean up hazardous and bio-hazardous waste (Medical Waste) spills, per established facility procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Immediately, must be within five minutes of notification of spill, and as needed.
	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow	Immediately, must be within five minutes of notification of spill, and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
2	Infection Control procedures.	
3	Bio-hazardous waste shall be contained for storage and disposal in red autoclavable plastic bags ("red bags") with indicator strips which are impervious to moisture and have a strength sufficient to preclude ripping tearing or bursting under normal conditions of usage and handling, and tied to prevent leakages or expulsion of solid or liquid wastes during storage, handling or transport. All bags used for collection, storage and disposal of biohazardous waste shall be red in color and marked with the words "Biohazardous Waste". All containers/carts for red bags shall kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
4	Remove/dispose of bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area/locations . All containers/carts for red bags shall kept locked at all times. Red bags containing biohazardous waste shall be transported directly to the designated holding area for pick up by contractor. Garbage chutes shall not be used to transfer biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
5	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Daily, and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
6	Place Radiation Hazard Waste in the in the radiation hazard waste area. Trash from radiation hazard areas is not to be removed until checked and released by the Radiation Safety Officer or designee	Daily, and as needed.
7	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
8	Remove and replace sharps containers when 3/4 full. Sharps waste shall be contained for disposal, in rigid puncture proof containers such as cartons or metal cans which are taped closed or tightly lidded to preclude loss of the contents.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
9	Rigid disposal containers of biohazardous sharps waste shall be labeled in the same way as the disposal bags used for other biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
10	Remove full sharps containers to custodial cart and carry to designated storage and/or transport area.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Collect and remove solid waste generated in the building and place into Contractor provided receptacles.	Twice daily and as needed.
2	Normal waste collection.	Daily and as needed.
3	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
4	Containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction and labeled or listed by Underwriters laboratories, Inc. Is acceptable.	As needed.
5	Clean rooms used for the collection of solid waste.	Daily and as needed.
6	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.
7	Empty and clean all waste paper baskets, receptacles and ash trays.	Daily and as needed.
8	Replace fresh liners.	As needed.
9	Deposit/Deliver all trash from building to dumpster as trash bags are filled;	Daily as requested.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
	remove jams/or blockages that may occur in dumpster.	
10	Steam clean trash containers.	Monthly and as needed. Weekly in kitchen.
11	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Six (6) days per week and as needed.

LEVEL 2 INTENSITY CLEANING (NON-PATIENT AREAS)

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and threshold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards, and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents in designated areas.	When recycle bins are full and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
11	Clean inside and outside of trash/waste and recycle containers.	As needed.
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration/laboratory administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas at 8:00 am and 10:00 pm.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish areas according to manufacturer's instructions, (non-slip wax).	Monthly and as needed.
7	Scrub or strip and refinish floors areas according to manufacturer's instructions. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.
9	Vacuum entrance rugs.	Daily and as needed.
10	Spot shampoo carpets and rugs. Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	As needed.
11	Shampoo heavy use carpets and rugs areas according to carpeting manufacturer's instructions. Vacuum carpets and rugs before shampooing.	Monthly and as needed.
12	Shampoo carpets and rugs areas according to carpeting manufacturer's instructions. Remove movable items (chairs, tables, boxes, etc.) from area prior to shampooing. In most cases carpet area should be shampooed on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and shampoo/clean upholstered furnishing.	As needed and as requested.
14	Public Cafeteria - Dining Area – Strip and wax floors, (non-slip wax).	Monthly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	As needed.

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, countertops, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish according to manufacturer's instructions.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

PAY TELEPHONES		
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information Systems or Administration department.	Daily and as needed.

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets.	Daily and as needed.
5	Shampoo Carpets/rugs areas according to carpeting manufacturer's instructions.	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

LINEN ROOM		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets.	Daily and as needed.
2	Move furniture and equipment including beds, examining tables and other equipment and furniture for storage upon request by facility administrator or designee.	Daily and as needed.
3	Buff floors. Mop before buffing.	Monthly as needed.
4	Apply floor finish, (non-slip wax).	Monthly and as needed.
5	Scrub or strip and refinish floors. Maintain in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust control device.	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
2	Machine scrub all floors with an approved solution.	Twice a week.

KITCHEN, KITCHENETTE, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust or wet mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.

FINISHING WORK		
	TASK	FREQUENCY
1	<p>Clean restrooms and sinks and replenish supplies.</p> <p>Replenish waterless hand sanitizer/alcohol/other liquid/foam in all areas and wipe down dispensers. Empty canisters must be recycled.</p> <p>Clean and disinfect seat, seat covers (both sides, towel and paper fittings).</p> <p>Scrub shower floors and wipe clean shower walls and curtains.</p> <p>Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.</p>	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
2	Clean public restrooms and replenish supplies.	Hourly.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Dispose of soiled linen.	Daily and as needed.
6	Clean and polish drinking fountains.	Daily and as needed.
7	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
8	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
9	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; 	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - carts; - wheelchairs; - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates, railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	Daily and as needed.
13	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
14	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
15	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
16	Wash vertical surfaces of ICUs.	Daily and as needed.
17	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Wash ceilings vents.	Daily and as needed.
19	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
20	Vacuum upholstered furnishing.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, and heavily used areas throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Check and clean elevator ceilings, doors and	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	
26	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
27	Dust mop all heavy traffic areas at 8:00 a.m., and 10:00 p.m.	Each shift and as needed.
28	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
29	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
30	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
31	Conference dining room.	Daily and as needed.
32	Kitchen.	Daily and as needed.
33	Change Floor mats.	Weekly.
34	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<p>and doors; spot clean walls.</p> <p>Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. If not repaired within five (5) working days, report to the Assistant Hospital Administrator or Laboratory Administrator.</p> <p>Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.</p>	
35	<p>Damp dust fire extinguishers.</p> <p>Damp dust exterior surfaces of vending machines.</p>	Daily and as needed.
36	<p>Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control, Decontamination and Safety Procedures to minimize spread of contaminants.</p> <p>Decontaminate any room, surface, or area following infectious exposure.</p>	Immediately and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
1	Clean up hazardous and biohazardous waste spills, per established hospital procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Within five minutes of notification of spill.
2	Bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area. All containers/carts for red bags shall be kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed.
3	<p>Dispose of all waste, including pharmaceutical waste, chemotherapy, mercury and anti-neoplastic. Red bag and transport Bio-Hazardous Waste to designated storage area.</p> <p>All medical waste must be handled in compliance with the California <u>Medical Waste Management Act (CA Health and Safety Code Statute 117600 – 118360)</u></p> <p>Transport normal waste either by disposal in trash chutes or leak-proof carts. Bio-hazardous waste is red bagged and transported to the designated trash rooms.</p>	<p>Once per shift daily and as needed.</p> <p>Once per shift, daily, and as needed</p>
4	Place Radiation Hazard waste in the radiation hazard waste area until checked and released by the Radiation Safety Officer.	As needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
5	Remove and replace sharps containers when 3/4 full. Place in the holding area for pick up by licensed medical waste hauler. Medical waste hauler to incinerate and dispose of used sharps/pharmaceutical waste containers.	At least once per shift daily and as needed.
6	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, and spiders), rodents, etc.</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.
2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide	In the provisions of all Pest Extermination Services

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

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	TASK	FREQUENCY
	Information and Safety Manual" published by the University of California will be adhered to.	

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES

	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
2	Clean and sweep all interior streets and parking lots on the campus.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facility Administrator.	Daily and as needed.
4	Sweep sidewalk areas and remove cigarette butts Sidewalk traversing areas.	Daily and as needed.
5	Remove scuff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
8	Sweep areas between buildings flanking entryways.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

WINDOW WASHING SERVICE		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows.	Quarterly. Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking into the working area.	Quarterly. Provide a 2 day notice prior to cleaning.
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	The use of these power lifts is prohibited during severe or adverse weather.	

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide commercial grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
7	Must provide "red bags".
8	Must provide trash liners.
9	Must provide waterless hand sanitizer/alcohol foam in all areas. Empty canisters shall be recycled.

DETAILED CLEANING (ADMINISTRATIVE)

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and thresh hold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents to designated areas.	When recycle bins are fill and as needed.
11	Clean inside and outside of trash/waste and recycle containers.	As needed.

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish, (non-slip wax).	Monthly and as needed.
7	Scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.
9	Vacuum entrance rugs.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
10	Spot shampoo carpets and rugs. Check and remove spots and stains from carpeted areas.	As needed.
11	Shampoo heavy use carpets and rugs. Vacuum carpets and rugs before shampooing.	Monthly and as needed.
12	Shampoo carpets and rugs. Remove movable items (chairs, tables, boxes, etc.) from area prior to shampooing. In most cases carpet area should be shampooed on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and shampoo/clean upholstered furnishing.	As needed and as requested.
14	Public Cafeteria - Dining Area – Strip and wax floors.	Monthly and as needed.
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	

DETAILED CLEANING (ADMINISTRATIVE)

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information systems and Administration department.	Daily and as needed.

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.

DETAILED CLEANING (ADMINISTRATIVE)

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets	Daily and as needed.
5	Shampoo Carpets/rugs	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust control device.	Daily.
2	Machine scrub all floors with an approved solution.	Twice a week.

DETAILED CLEANING (ADMINISTRATIVE)

KITCHEN, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.

DETAILED CLEANING (ADMINISTRATIVE)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
4	Empty and clean all ash trays.	Daily and as needed. (Interior/Exterior locations).

FINISHING WORK		
	TASK	FREQUENCY
1	Clean restrooms and sinks and replenish supplies. Replenish alcohol foam in all areas. Wipe down dispenser. Empty canisters must be recycled. Clean and disinfect seat, seat covers (both sides, towel and paper fittings. Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Every hour.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
7	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
11	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.
12	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
13	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
14	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
15	Wash ceilings vents.	Daily and as needed.
16	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
17	Vacuum upholstered furnishing.	Daily and as needed.
18	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
19	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
	Keep Elevator tracks clean and free of dust and debris.	
20	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
21	Dust mop all heavy traffic areas at 8:00 a.m., and 10:00 p.m.	Each shift and as needed.
22	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
23	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
24	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
25	Change Floor mats.	Weekly.
26	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges and doors; spot clean walls. Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
27	Damp dust fire extinguishers. Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, spiders), rodents, etc.,</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California will be adhered to.	In the provisions of all Pest Extermination Services

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.
2	Clean and sweep all interior streets and parking lots on the Facility.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
	conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facility Administrator.	
4	Sweep sidewalk areas and remove cigarette butts. Sidewalk traversing areas.	Daily and as needed.
5	Remove scruff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.
8	Sweep areas between buildings.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean	Quarterly.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	condition. Lock all windows.	Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	into the working area.	
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform. The use of these power lifts is prohibited during severe or adverse weather.	Quarterly. Provide a 2 day notice prior to cleaning.

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide commercial grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
7	Must provide trash liners.
8	Must provide waterless hand sanitizer/alcohol foam in all areas. Empty canisters must be recycled.

HOUSEKEEPING SERVICES PRICING SHEETS

HOUSEKEEPING SERVICES
PRICING SHEETS

CONTRACTOR NAME:		Sodexo	
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	ANNUAL PRICE (monthly price x 12)
<u>*DHS FACILITIES</u>			
OLIVE VIEW-UCLA MEDICAL CENTER	Olive View-UCLA Medical Center, Expenditure Management, 14445 Olive View Drive, Sylmar, CA 91342	\$371,709.48	\$4,460,513.76
MID-VALLEY COMPREHENSIVE HEALTH CENTER	Mid-Valley Comprehensive Health Center, Expenditure Management, 7515 Van Nuys Blvd, Van Nuys 91405	\$17,413.18	\$208,958.10
SAN FERNANDO HEALTH CENTER	San Fernando Health Center, Expenditure Management, 1212 Pico Street, San Fernando, CA 91340	\$4,387.43	\$52,649.16
	*DHS TOTAL:	\$393,510.09	\$4,722,121.02
<u>*DPH FACILITIES</u>			
BURBANK HEALTH CENTER	Burbank Health Center, 1101 West Magnolia Boulevard, Burbank, CA 91503, Attention : Maria Kharadjian	\$2,279.98	\$27,359.78
GLENDALE HEALTH CENTER	Glendale Health Center, Community Health Services, 501 North Glendale Avenue, Glendale, CA 91206	\$4,387.43	\$52,649.16
NORTH HOLLYWOOD HEALTH CENTER	North Hollywood Health Center, Community Health Services, 5300 Tujunga Avenue, North Hollywood, CA 91601	\$2,959.89	\$35,518.66
PACOIMA HEALTH CENTER	Pacoima Health Center, Community Health Services, 13300 Van Nuys, Blvd, Pacoima, CA 91331	\$2,497.79	\$29,973.44
	*DPH TOTAL:	\$12,125.09	\$145,501.04
	**GRAND TOTAL:	\$405,635.17	\$4,867,622.06

HOUSEKEEPING SERVICES
PRICING SHEETS

FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	ANNUAL PRICE (monthly price x 12)
	10% Unscheduled Work	N/A	\$486,762.21
ADDITIONAL SERVICES			
	HOURLY RATES (\$) INCLUDING BENEFITS		
Unscheduled Work/Emergencies			
Facility Additions - Staffing			
Housekeeper	\$19.75		
Principal Housekeeper	\$22.00		
Supervisor	\$29.08		
*DHS-Department of Health Services Facilities			
*DPH- Department of Public Health Facilities			

**HOUSEKEEPING SERVICES
PRICING SHEETS**

CONTRACTOR NAME:	Sodexo		
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	ANNUAL PRICE (monthly price x 12)
*DHS FACILITIES			
HARBOR-UCLA MEDICAL CENTER	Harbor-UCLA Medical Center 1000 W. Carson Street, Building D3.5, Box 479, Torrance, CA 90509, Attention: Head, General Accounting Unit	428,421.46	\$5,141,057.56
LONG BEACH COMPREHENSIVE HEALTH CENTER	Harbor-UCLA Medical Center 1000 W. Carson Street, Building D3.5, Box 479, Torrance, CA 90509, Attention: Head, General Accounting Unit	7,308.42	\$87,701.05
LOMITA FAMILY HEALTH CENTER	Harbor-UCLA Medical Center 1000 W. Carson Street, Building D3.5, Box 479, Torrance, CA 90509, Attention: Head, General Accounting Unit	8,772.61	\$105,271.30
	**GRAND TOTAL:	\$444,502.49	\$5,334,029.91
	10% Unscheduled Work	N/A	\$533,402.99
ADDITIONAL SERVICES	HOURLY RATES (\$) INCLUDING BENEFITS		
Unscheduled Work/Emergencies			
Facility Additions - Staffing			
Housekeeper	\$19.75		
Principal Housekeeper	\$22.00		
Supervisor	\$29.08		
*DHS-Department of Health Services Facilities			
*DPH- Department of Public Health Facilities			

TECHNICAL EXHIBITS TO STATEMENT OF WORK

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

1. INTRODUCTION: HEALTH AND INPATIENT/PATIENT CARE SERVICES

Olive View-UCLA Medical Center (OV-UCLA) located at 14445 Olive View Drive, Sylmar, CA 91342 is licensed by the California State Department of Health Services to offer a wide array of clinical and ancillary services, such as:

Emergency Department
 Psychiatric Emergency Room
 Medical Walk-In/Urgent Care
 General Acute Inpatient
 Intensive Care
 Step-Down Care
 Pediatric Inpatient
 Neonatal Intensive Care
 Psychiatric Inpatient (locked ward)
 Perinatal Inpatient
 General Surgery Operating Rooms
 Post Anesthesia Recovery Unit
 Labor & Delivery Operating Rooms
 General Internal Medicine & Sub-specialties
 Obstetrics and Gynecology
 Surgery, General and Subspecialties
 Neurology
 Pathology/Laboratory
 Podiatry
 General Radiology
 CT, MRI, & Interventional Radiology Suspected Child Abuse Clinic
 Respiratory Therapy
 Rehabilitation Therapy (Speech, Physical, and Occupational)
 Inpatient & Outpatient Pharmacy

OV-UCLA is affiliated with the David Geffen School of Medicine at UCLA and participates in a broad medical education program in its various medical departments. The Medical Center has a capacity for 297 medical, surgical/neonatal, intensive care units, adult and pediatric, and obstetrical beds; 80 mental health beds; and a comprehensive range of ambulatory services capable of providing complete emergency medical, psychiatric and walk-in health care.

The medical center is a six-story acute care facility of approximately 475,800 square feet. We are in the process of adding new buildings onto the medical center. The new ER and new Acute Care Unit are scheduled for completion and move in/licensing in the first quarter of 2011 with a total square footage of approximately 43,457. The repair of the Human Resource building is scheduled for completion sometime in 2011 with approximately 13,570 square feet. The Childcare Center will be rebuilt and is scheduled for completion in 2012 with approximately 5,230 sq. ft. The total square footage in process is approximately 62,257. Around the medical center are approximately eighteen

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

(18) buildings and stationary trailers of approximately 111,480 square feet. Floor layouts are attached.

2. FACILITY HOURS OF OPERATION FOR MEDICAL CENTER AND CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Acute Care Services	24 hours per day, 7 days per week
General and Specialty Clinics (Clinics A, B, C, D, E, Pediatrics, ENT/Eye, Special Treatment Center, CHP/SCAN,	Monday through Friday 7:00 a.m. to 6:00 p.m.
Medical Walk-in	Monday through Saturday 7:00 a.m. to 10:00 p.m.
Medical Emergency/Triage/Waiting Room	24 hours per day, 7 days per week
Psychiatric Emergency/Waiting Room	24 hours per day, 7 days per week
First/Second Floor Lobbies	Daily 7:00 a.m. to 9:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services required: Level 1 Intensity (In-Patient/Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Specialized Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

1. Inpatient Care Areas

- a) General Medical-Surgical Inpatient Units (including all clean/dirty utility, linen, and IV/medication preparation rooms)
- d) Negative Pressure/Isolation Rooms
- e) Intensive Care and Step-Down Units
- f) Pediatric Inpatient Unit
- g) Labor & Delivery Rooms and Operating Suite
- h) Post-partum Unit and Newborn Nursery
- i) Neonatal Intensive Care Unit
- j) General Operating Room Suite and Post Anesthesia Recovery (PAR) Unit
- k) New Inpatient Unit (First Quarter 2011)

2. Outpatient Treatment/Procedure Areas

- a) Emergency Department/Triage and ER waiting area
- b) Psychiatric Emergency Room and waiting area
- a) Cardiac Catheterization Lab
- b) Radiologic Suites (CT, Special Procedure Rooms, Nuclear Medicine,

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

- Mammography, General Radiology, Ultrasound)
 - c) Gastroenterology (Endoscopy) Lab
 - d) Phlebotomy Lab/Blood Donor Room
 - e) Respiratory Therapy
 - f) Rehabilitation Services (Physical, Occupational, Speech Therapies)
 - g) New Emergency Department (First Quarter 2011)
3. Central Service Areas
- a) Central Services
 - b) Pathology (General, Microbiology, Cytology, Surgical Pathology, Hematology Laboratories, Blood Bank, Morgue)
 - c) Arterial Blood Gas Laboratory
 - d) Inpatient and Outpatient Pharmacies
 - e) Dietary Kitchenettes and Food Service areas on wards
4. Ambulatory Care Clinics
- a) Clinics A, B, C, D, E
 - b) Pediatrics Clinic
 - c) CHP/Scan
 - d) Eye/ENT
 - e) Special Treatment Center (Infusion Clinic)
5. Clinical Social Work Offices
6. All Restrooms
7. First and Second Floor Lobbies and all waiting areas

3.2 LEVEL 2 INTENSITY (NON-PATIENT AREAS)

1. Office Areas
- a) Administrative Offices (Hospital, Medical, Nursing Administration, Chaplain, Volunteers)
 - b) Other Offices (Information Systems/Telephone Operator, Facilities, Sheriff Trailers, Finance, Material Management, Human Resource, Payroll, Credit Union, Trailers, and Cottages)
2. Non-Office Areas
- a) Auditoriums, Conference Rooms
 - b) Physician Call Rooms
 - c) Linen Room
 - d) Facilities/BioMedical Workroom
 - e) Child Care Center
 - f) Education Building
 - g) Medical Records

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

- h) Library
- i) Gift Shop

3) Employee Health

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mat Placement at entrances
- 2) Soiled Linen Rooms
- 3) Loading Dock, Walk Ways, Ramps
- 4) Stairs and Landings
- 5) Computer Room
- 6) Solid Waste Collection and Removal Areas
- 7) Wheel Chairs/Gurneys – Steam clean
- 8) Window Washing
- 9) Parking Lots
- 10) Pay Telephones
- 11) Elevators

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008-June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	203,580	216,952	205,402
Emergency Room Visits	40,623	44,052	44,799
Inpatient Admissions	13,998	13,961	14,389
Average Daily Census	197	196	193
Licensed Beds	377	377	377

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Medical Center	Hospital	475,800
Medical Center-New Emergency Department (ER)- 10/2010 approx. move- in date	Emergency Room and Acute Care Unit	43,457
(18) Buildings & Trailers-Various		

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Bungalow M	Human Resource Bldg Center	1,728
Conference Bldg	Childcare Center	3,960
Warehouse	Warehouse (Materials Mgmt)	24,053
Laboratory	Laboratory	14,686
Facilities	Facilities (Offices & Shop restrooms)	2,632
Nursing Education Building	Nursing Education Building	19,525
Bungalow N	Bungalow N (Safety Police)	2,071
Bungalow O	Bungalow O (PFSW)	2,071
Bungalow P	Bungalow P (Credit Union)	1,470
Bungalow R	Bungalow R (Info Systems)	1,470
Bungalow J	Bungalow J (DPSS/Local 660)	1,257
Bungalow I	Bungalow I (Emer. Health & Safety)	1,257
Bungalow H	Bungalow H (PFS Inpatient)	629
Bungalow G	Bungalow G (Employee Clinic)	1,257
Bungalow S	Bungalow S	2,039
New Finance Building	New Finance Building (Office 13,425) (Storage Area - 6,910)	20,335
North Annex Bldg	North Annex Bldg	7,920
Trailer L1	Trailer L1 (Police)	3,120
	SUBTOTAL OF BUILDINGS & TRAILERS (18):	111,480

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
	FACILITY GRAND TOTAL:	630,737
Main Acute Parking	Parking Lots	475,000
Other Buildings Parking	Parking Lots	400,000
Sidewalks and Other	Parking Lots	100,000
	PARKING LOT TOTAL:	975,000
*NOTE: NEW, REPAIRED, AND RE-BUILT BUILDINGS will be priced in an Amendment to be negotiated (SQUARE FOOTAGE NOT INCLUDED IN GRAND TOTAL ABOVE)		
*Rebuild in 2012	Childcare Center	5,230
*Building to be repaired in 2011	Human Resource Bldg.	13,570

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
24 hours	7	24 hours

Staffing	Housekeepers			Supervisors	
Shift*	No.	Hours	Shift*	No.	Hours
Day: 7:30 am – 3:30 pm	57	8	Day: 7:30 am – 3:30 pm	5	8
Swing: 3:00 pm – 11:30 pm	34	8	Swing: 3:00 pm – 11:30 pm	3	8
Graveyard: 11:00 pm – 7:30 am	24	8	Graveyard: 11:00 pm – 7:30 am	2	8

115**10****Facility Specifications**

Gross Square Footage (all campus buildings)	630,737	
Staff in Building (County + Contractor)	131	
Approximate Number of Persons Entering/Exiting Building Per Month	166,590.00	
Number of Floors	6	
Number of Stairwells	12	Hospital = 7, Outside Bldgs-Nursing Education Center=2, Warehouse=2 Clinical Resource Management=1
Number of Elevators	7	Hospital = 4, Outside Bldgs-Nursing Education Center = 1, Warehouse = 1, Clinical Resource Management=1
Approximate Number of Light Fixtures	9,544	
Number of Parking Lots	13	A, B, C, C2, BOWL, G,H, I, J, TRAILER, NURSING EDUCATION CENTER, FINANCE, FACILITIES
Number of Cafeterias	1	
Number of Kitchen Areas	1	

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

Number of Kitchenettes (including nursing stations)	108	
Number of Sinks	821	
Number of Single Fold Paper Towel Dispensers	1040	
Number of Soap Dispensers	1676	Liquid
Number of Restrooms (ALL)	496	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

Bio-hazardous Waste Removal	Pick ups			
Number of Sealed Containers	424	Monday, Thursday	Autoclave (Biohazardous Waste) (Y/N)	Y
Who is Responsible for Bio-hazardous Waste collection and transport?	Contractor			

Trash/Solid Waste Removal					
Number of Trash Bins	25	Pickups Per Week	Monday, Wednesday, Friday	Trash Compactor (Y/N) Owned by County	Y
Who is Responsible for Trash Pick Up?	Contractor	Vendor*	Cardboard Bailer Leased by Contractor		

Parking Lot Sweeping		
Number of parking lots	13	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for	Contractor	Vendor*

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

Pest Control?		
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Window Cleaning		
Number of Windows/Exterior Glass	5,412	Quarterly
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Supplies		
Who Provides Supplies?	Contractor	Plastic Products Paper Products Hand Sanitizer Cleaning Chemicals

*Vendor if subcontracted

Describe Special Cleaning or Operational Requirements
<p style="text-align: center;">Contractor required to purchase the following:</p> <p style="text-align: center;">Paper, Plastic and Hand Sanitizer and Other Consumable Items Usage</p> <p>36 X 60 Dense Pak Liners 17 mic Natural (20 cases delivered weekly) 31 X 38 Red Autoclave Hospital Liner 1.8 ML (10) cases delivered weekly 24 X 33 Waxie Coreless Roll Liners 6 mic natural (8) cases delivered weekly 89480 Enmotion Brown eco logo hl capacity roll towel (35 cases delivered weekly) 1126 Clean & Soft 2 ply sr. jumbo toilet tissue (2) cases delivered weekly 1912 Clean & Soft white 2 ply jumbo roll bath tissue (4) cases delivered weekly 1855 clean and white 2 ply toilet tissue (30) cases delivered weekly 33 x 40 mx densepak liners (20) cases delivered weekly White multifold towels (60) cases delivered weekly Toilet seat covers (8) cases delivered weekly Alcare foam alcohol 17 oz (8) cases to be delivered on the 15th and 30th of each month</p>

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

ADDITIONAL INFORMATION

1. At Olive View-UCLA Medical Center (OVMC), the areas and hours where there are dedicated locked employees are: Intensive Care Unit (ICU), Operating Room (OR) and Labor and Delivery (L&D). These are 24/7 operations.

As a clarification the locked in units at Olive View-UCLA Medical Center, the Operating Rooms (OR) and Labor and Delivery Rooms (LDR) have more than one person assigned per shift as follows:

OR = (4) am shift, (1) pm shift, (1) nights
 5th Floor Section B South = (1) am shift
 5th Floor Section B North = (1) am shift
 4th Floor Section B South = (1) am shift
 4th Floor Section B North = (1) am shift
 LDR = (1) am shift, (1) pm shift, (1) nights
 ER = (2) am shift, (1) pm shift, (1) nights

2. The number of surgical procedures performed at OVMC is 20-25 NON-OB procedures/cases and 1.2 OB cases each day. Procedures can performed be at any time of the day or night.
3. The number of Operating Room (OR) suites and C-Section suites at OVMC are: 7 OR suites in the main OR and 3 OR suites in Labor & Delivery area.
4. The number of births and C-Sections performed at OVMC is approximately 1,000 deliveries with approximately 320 C-Sections.
5. The number of room moves and room set ups provided each week at OVMC is requested and could be monthly. Contractor will move furniture and equipment (including beds, examining tables and other equipment and furniture for storage upon request by Facility Administrator or designee, including set ups for meeting (class room style or with tables and chairs).
6. The current Housekeeping Contractor uses its own bed tracking system at OVMC.

Clarification: The bed tracking system is owned and maintained

**OLIVE VIEW-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATIONS**

by the County. Contractor utilizes the system.

7. The carpet to vinyl/tile percentage breakdown for OVMC is 75% carpet; 25% vinyl/tile.

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Mid-Valley Comprehensive Health Center (CHC) is located at 7515 Van Nuys Blvd., Van Nuys, CA 91405. The Center offers a wide array of services, such as:

Same Day/Next Day services
Primary care clinics for adults, women and children
Specialty clinics
Immunizations
Dental clinic
Phlebotomy
X-ray and ultrasound
Pharmacy
Allied health services
Case management services
Financial screening services

Mid Valley Comprehensive Health Center is a five floor, 50,000 square foot facility, housing approximately 200 employees. The Center was built in 2000 and opened January 2001. In addition to the main building there are four storage containers and two mobile clinics housed on the parking lot.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Health Center Clinics (all)	Monday through Thursday 8:00 a.m. to 8:30 p.m. Friday 8:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
 - c) Pharmacy Area
- 2) Ambulatory Care Clinics – Four floors of clinic modules
 - a) Pediatrics Clinics
 - b) Women's Clinic

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- c) Adult Medicine
 - d) Walk-In Clinic
 - e) Various Specialty Services
 - f) Clean and Dirty utility rooms
- 3) Dental Clinic
- 4) Public Areas
- a) Lobbies, Hallways, Public Waiting Areas
 - b) Restrooms
 - c) Public Pay Phones
 - d) ATM

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Admissions/Registration
- 4) Conference Rooms and Staff Offices (on every floor but the first)
- 5) Medical Records File Room

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Staff Lounge including appliances and vending machines
- 2) Locker Room
- 3) Floor Mat Placement
- 4) Sidewalks, Ramps, Dock Areas, Sides of Buildings
- 5) Stairs and Landings
- 6) Warehouse
- 7) Waste Collection and Removal
- 8) Wheel Chairs and Examination Tables
- 9) Windows
- 10) Parking lots
- 11) Appointment Center

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	74,055	72,070	43,185

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Clinic	51,430
4 Storage Containers	Clinic	Not Available
2 Mobile Clinics	Clinic	Not Available

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 8:30pm	M-Th	8pm to 3:00am

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

8:00 am to 4:30 pm	Fri	
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Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 4:00 pm	1	8	Day: 7:30am – 4:00 pm		
Swing: 12:00 pm – 8:30pm pm	1	8	Swing: 12:00pm - 8:30 pm		
Graveyard: 8:00 pm – 4:30 am	2	8	Graveyard: 8:00pm 4:30 am		

Facility Specifications

Gross Square Footage	51,430	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	5	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	1,200	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	92	
Number of Single Fold Paper Towel Dispensers	92	
Number of Soap Dispensers	92	Liquid
Number of Restrooms (ALL)	24	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	6	Pickups Per Week	Not available	Autoclave (Y/N)	No

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.
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Trash/Solid Waste Removal					
Number of Trash Bins	3	Pickups Per Week	2	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	132	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor Name. if subcontracted

Describe Special Cleaning or Operational Requirements
Quarterly cleaning of patient and staff parking lots.

ADDITIONAL INFORMATION

**MID-VALLEY COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. The Mammography Mobile Clinic will be required to be cleaned after each day it is deployed; approximately four days per week. The other mobile clinic is rarely used and needs to be cleaned only after use, at request of County.
2. Shredder bins are not emptied by Housekeeping contractor.

**SAN FERNANDO HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

San Fernando Health Center is located at 1212 Pico Street, San Fernando, CA 91340. The Center provides the following services:

Episodic walk-in services
Primary care clinics for adults, women and children
Immunizations
Phlebotomy
X-rays
Pharmacy
Allied health services
Case management services
Financial services screening

San Fernando Health Center is a one story building with a subterranean parking garage. There are two storage bins at this location. The facility houses 70 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Health Center	Monday through Thursday: 8:00 a.m. to 8:30 p.m. Friday: 8:00 a.m. to 5:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas (inactive)
 - b) Laboratory
 - c) Pharmacy Area
- 2) Ambulatory Care Clinics
 - a) Pediatrics Clinic
 - b) Women's Clinic
 - c) Adult Medicine
 - d) Walk-In Clinic

**SAN FERNANDO HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- e) Various Specialty Services
- 3) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Admissions/Registration
- 4) Lounge
- 5) Medical Records File Room
- 6) Elevator

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Staff Lounge/Kitchen and locker room
- 2) Floor Mats
- 3) Sidewalks, Sides of Buildings
- 4) Stairs and Landings
- 5) Supply Room
- 6) Waste Collection and Removal
- 7) Wheel Chair
- 8) Windows
- 9) Basement Parking Lot
- 10) Outside Patios

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008-June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	29,059	27,526	15,588

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Clinic	11,780

**SAN FERNANDO HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am to 8:30pm	M-F	9:30 am to 10:30 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm	1	4	Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	1	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	11,780	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	1	
Number of Stairwells	3	
Number of Elevators	1	
Approximate Number of Light Fixtures	200	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	23	
Number of Single Fold Paper Towel Dispensers	25	
Number of Soap Dispensers	23	Liquid
Number of Restrooms (ALL)	9	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**SAN FERNANDO HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	4	Pickups Per Week	1	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	1	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**Window Cleaning		
Number of Windows/Exterior Glass	40	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**SAN FERNANDO HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
1. Shredder bins are emptied by the Housekeeping contractor at the facility.

**BURBANK HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Burbank Health Center is located at 1101 West Magnolia Boulevard, Burbank, CA 91503. The Center provides the following Health and Patient Care services:

Environmental Health
Prenatal Care Guidance
Family Partnership
Public Health Training Unit

The Burbank Health Center is one floor level, housing approximately 31 staff employees

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Health Center	Monday through Friday 7:00 a.m. to 5:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A)

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

N/A

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Offices
- 2) Staff Lounge/Kitchen

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mat Placement
- 2) Sidewalks, Sides of Buildings
- 3) Waste Collection and Removal
- 4) Windows
- 5) Parking lot

**BURBANK HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

6) Conference Room

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Visits	N/A	N/A	N/A

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Health Center	4,000

**BURBANK HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
7:00am to 5:30pm	M-F	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	1	4	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	4,000	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	68	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	12	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers	12	Liquid
Number of Restrooms (ALL)	5	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**BURBANK HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	0	Pickups Per Week	0	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	2	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	32	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**BURBANK HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The carpet to vinyl/tile percentage breakdown for Burbank Health Center is 100% vinyl/tile.
2. Shredder bins are not emptied by Housekeeping contractor.
3. There are thirteen staff in room 101.
4. The boiler room has to be cleaned by Housekeeping contractor.

**GLENDALE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHHET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Glendale Health Center is located at 501 North Glendale Avenue, Glendale, CA 91206. The Center provides both Personal Health and Public Health services.

The building is one (1) level, has two main entrances and two back exit doors. It has a very small parking facility. The facility houses approximately 55 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Glendale Health Center	Monday through Thursday: 8:00 a.m. to 8:30 p.m. Friday: 8:00 a.m. to 5:00 p.m.
Immunization Clinic (IZ Clinic) – Walk-in	Monday through Friday: 8:00 a.m. to 4:00 p.m.
CD/Triage Clinic – Walk-in	Monday through Friday: 8:00 a.m. to 4:00 p.m.
RHAP (Refugee Program) – By Appointment	Monday, Thursday, Friday: 8:00 a.m. to 4:00 p.m.
Tuberculosis Clinic - By Appointment MD (Physician)	Monday: 8:00 a.m. to 12:00 p.m. Tuesday through Thursday: 12:00 p.m. to 4:00 p.m.
ERN Clinic (Nurse)	Monday: 8:00 a.m. to 12:00 p.m. Tuesday through Thursday: 12:00 p.m. to 4:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
- 2) Ambulatory Care Clinics – Three clinic modules
 - a) Immunization
 - b) Communicable Disease Triage

**GLENDALE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHHET**

- c) Sexually Transmitted Infection
 - d) Tuberculosis
 - e) Primary Care: Adult, Family Medicine, Pediatrics, Women's and Walk-In services
- 3) Public Areas
- a) Lobbies, Hallways, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Business Office
- 4) Staff Lounge
- 5) Front Lawn

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Door Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Stairs
- 4) Storeroom
- 5) Solid Waste Collection and Removal
- 6) Wheel Chairs
- 7) Windows
- 8) Parking lot

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008-June 2009 (12 Months)	FISCAL YEAR July 2009-January 2010 (7 Months)
Outpatient Visits	20,867	21,640	10,223

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Various	11,200

**GLENDALE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 5:00pm	M-F	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 4:00 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 1:00 pm – 9:30 pm	1	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	11,200	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	12,050 approx.	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	120	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	25	
Number of Single Fold Paper Towel Dispensers	25	
Number of Soap Dispensers	25	Liquid
Number of Restrooms (ALL)	8	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**GLENDALE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	4	Pickups Per Week	Not available	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	4	Pickups Per Week	2	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	45	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

**GLENDALE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
1. The room moves and room set ups provided at Glendale Health Center is once a month; includes moving furniture within the clinic.
2. The carpet to vinyl/tile percentage breakdown for Glendale Health Center is 100% vinyl/tile.
3. Shredder bins are emptied by housekeeping contractor at the facility.

**NORTH HOLLYWOOD HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

North Hollywood Health Center is located at 5300 Tujunga Avenue, North Hollywood, CA 91601. The Center provides the following Health and Patient Care Services:

Sexually Transmitted Disease Clinic
Laboratory

The building has one (1) level, two main entrances and two back exit doors. The clinical area consists of 19 rooms and a main waiting room. In addition, an office trailer sits on the parking lot and houses the Administrative Staff for Service Planning Area 1 and 2. There are five (5) rooms in the adjacent office trailer. The facility houses approximately 50 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Health Center	Monday through Friday 8:00 a.m. to 5:00 p.m.
STD Clinic (Sexually Transmitted Disease) Walk-in	Monday through Friday 8:00 a.m. to 4:00 p.m. (except the third Friday of the month)

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Laboratory
- 2) Public Health Clinics
 - a) STD Clinic
 - b) Other various specialty services (seasonal) ex. Flu Clinics
- 3) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas
 - b) Public Toilets

**NORTH HOLLYWOOD HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices (include annex/trailer)
- 2) Interview and Consultation offices
- 3) Business Office
- 4) Staff Lounge
- 5) Conference Room
- 6) Parking Lot
- 7) Front Lawn

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Dock Areas, Sides of Buildings
- 3) Stairs
- 4) Waste Collection and Removal
- 5) Wheel Chairs
- 6) Windows

4. HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009-January 2010 (7 Months)
Outpatient Visits	6,007	6,023	3,907

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Various	7,140
Office Trailer	Service Planning	400
	FACILITY GRAND TOTAL:	7,540

**NORTH HOLLYWOOD HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 5:00pm	M-F	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:30 am – 5:00 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 1:00 pm –9:30 pm	1	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	7,540	
Staff in Building (County + Contractor)	44	
Approximate Number of Persons Entering/Exiting Building Per Month	500	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	79	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	2	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	19	
Number of Single Fold Paper Towel Dispensers	19	
Number of Soap Dispensers	19	Liquid
Number of Restrooms (ALL)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**NORTH HOLLYWOOD HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	2	Pickups Per Week	Not available 2	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	2	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	46	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**NORTH HOLLYWOOD HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
<ol style="list-style-type: none">1. The carpet to vinyl/tile percentage breakdown for North Hollywood Health Center is 100% Tile. The Trailer has carpet.2. The approximate quantities of products used at North Hollywood Health Center per year are: Paper towels 70 cases, Toilet tissue 68 cases, Soap 25 cases.3. Shredder bins are emptied by Housekeeping contractor at the facility.

**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Pacoima Health Center is located at 13300 Van Nuys Boulevard, Pacoima, CA 91331. The Center provides the following services:

Immunization (IZ Clinic)
Tuberculosis Clinic
ERN Clinic (Nurse)
CD/Triage Clinic
Direct Observed Therapy – In-House (DOT)
Chest X Rays

The building has one (1) level. One main entrance and two back exit doors. The clinical area consists of 14 rooms and a main waiting room. In addition, a trailer contains three (3) more office rooms. The building is approximately 4,100 square feet, housing approximately 35 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Health Center	Monday through Friday: 8:00 a.m. to 5:00 p.m.
Immunization Clinic (IZ Clinic) – Walk-in	Monday through Friday: 8:00 a.m. to 4:00 p.m.
CD/Triage Clinic – Walk-in	Monday through Friday: 8:00 a.m. to 4:00 p.m.
Tuberculosis Clinic - By Appointment MD (Physician)	Monday through Wednesday: 8:00 a.m. to 4:00 p.m. Thursday: 12:00 p.m. to 4:00 p.m.
ERN Clinic (Nurse)	Tuesday: 8:00 a.m. to 12:00 p.m. Friday: 12:00 p.m. to 4:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
 - c) Sputum Booth Area – Room # 7
- 2) Public Health Clinics - Three clinic modules
 - a) Immunization
 - b) Sexually Transmitted Disease
 - c) Tuberculosis
 - d) Communicable Disease (CD) Triage
- 3) Public Areas
 - a) Lobby/Public Waiting Area, Hallways
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Registration
- 4) Lounge/Kitchen
- 5) Medical Records File Room
- 6) Front Lawn
- 7) Parking Lot

LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Sides of Buildings
- 3) Storeroom
- 4) Waste Collection and Removal
- 5) Wheel Chair
- 6) Windows
- 7) Waiting Room chairs

4.

HISTORICAL SERVICE VOLUMES

Listed below are the historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008	FISCAL YEAR July 2008-June 2009	FISCAL YEAR July 2009-January 2010
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**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

	(12 Months)	(12 Months)	(7 Months)
Outpatient Visits	23,561	22,056	14,407

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Various	5,444

**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 5:00pm	M-F	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:30 am –5:00 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 1:00 pm 9:30 pm	1	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	5,444	
Staff in Building (County + Contractor)	35	
Approximate Number of Persons Entering/Exiting Building Per Month	1,835 (average)	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	68	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	14	
Number of Single Fold Paper Towel Dispensers	14	
Number of Soap Dispensers	14	Liquid
Number of Restrooms (ALL)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

Medical and Bio-hazardous Waste Removal
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Exhibit C -Technical Exhibit to SOW Group 1
May 2011

**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Number of Sealed Containers	3	Pickups Per Week	Once a week	Autoclave (Y/N)	N
Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	2	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots		1
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	44	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

**PACOIMA HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
<ol style="list-style-type: none">1. The carpet to vinyl/tile percentage breakdown for Pacoima Health Center is 100% vinyl/tile.2. The approximate quantities of produces used at Pacoima Health Center per year are: Paper towels 70 cases, Toilet tissue 68 cases, Soap 25 cases.3. Shredder bins are emptied by housekeeping contractor at the facility.

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Harbor-UCLA Medical Center (H-UCLA MC) is located at 1000 West Carson Street, Torrance, CA 90509.

Level I Trauma Center, fully licensed by the California State Department of Health Services to offer a wide array of clinical and ancillary services, such as:

Medical/Surgical	Prenatal
Pediatrics	Labor & Delivery
Pediatrics ICU	Intensive Care
Coronary Care	Acute Respiratory
ICU-Newborn Nursery	Psychiatry Emergency
Pediatric Emergency Dept	Psychiatry
Operating Rooms	Urgent Care
Basic Emergency	Cardiovascular Surgery
Nuclear Medicine	Occupational Therapy
Physical Therapy	Ambulatory Care
Radiation Therapy	Renal Transplant Center
Respiratory Care	Social Services
Speech Pathology/Audiology	Pathology
Pharmacy	

The medical center plant (Unit I) is an eight-story acute care facility. Adjacent to the medical center is a complex of three masonry buildings and multiple one-story stationary trailers, cottages, and wooden barracks (Unit II).

2. FACILITY HOURS OF OPERATION FOR MEDICAL CENTER AND CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Hospital and Inpatient areas	24 hours per day, 7 days per week
General Clinic Hours	Monday through Friday 8:00 a.m. to 5:00 p.m.
Hours of Operation for Special Clinics:	Monday through Friday
1st Floor Clinics	8:00 a.m. to 7:00 p.m.
Unit 2 South	8:00 a.m. to 6:00 p.m.
2nd Floor Clinics	8:00 a.m. to 7:00 p.m.
Triage	24 hours per day, 7 days per week
Urgent Care	7:00 a.m. to 12:30 a.m. M-F and

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

FACILITY	HOURS
	Saturday, 9:30 a.m. to 6:00 p.m.
Primary Care Diagnostic Center (PCDC)	6:00 a.m. to 7:00 p.m.
Community Health Plan (CHP):	Monday through Friday
A, B and C Clinics in the Basement	8:00 a.m. to 6:00 p.m.
Infusion Clinics	6:00 a.m. to 3:30 p.m.
N24 Clinics	6:30 a.m. to 9:00 p.m.
N28 Women's Clinic	8:00 a.m. to 6:00 p.m.
N31 OT / PT	8:00 a.m. to 6:00 p.m.
N34 Child Assessment	8:00 a.m. to 6:00 p.m.
Child Life Center	8:00 a.m. to 6:00 p.m.
MFI: 300: Transplant Clinic	8:00 a.m. to 6:00 p.m.
MFI: 350 Pediatric Clinic	8:00 a.m. to 6:00 p.m.
MFI: Neurology Clinic	8:00 a.m. to 6:00 p.m.
RB2 Sleep Clinic	8:00 a.m. to 6:00 p.m.
Linen Room	Monday through Saturday 4:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (In-Patient/Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (INPATIENT/PATIENT CARE AREAS)

- 1) In-Patient/Patient Care and General Clinical Research Center Areas
 - a) Unit 1 South – Patient Units
 - b) Emergency Departments (ED) (Adult, Pediatrics, and Psychiatric)
 - c) ED waiting area and the Vermont Avenue lobby
 - d) Triage and Urgent Care
 - e) Isolation Rooms
 - f) 1st and 2nd floor restrooms
 - g) Intensive Care, Critical Care Units and Step-Down Units (Labor and Delivery, Surgical, Pediatric, Neonatal, Coronary and Medical)

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- h) Cardiac Observation (4 West)
- i) Newborn Nurseries
- j) Hemodialysis Unit
- k) Operating Room (OR) Suites including, but not limited to: Surgery; Recovery; Labor and Delivery; **Operating Surgical Staging Area (OSSA)**; Radiology Coiling Suite; Cardiac Catheterization Laboratory; Vascular (Special Procedure) Rooms and Endoscopy Suite
- l) Pathology
- 2) Medical and Hazardous Waste
- 3) General Service Areas
 - a) Central Sterile Services
 - b) Radiology, Pathology Respiratory Therapy, Rehabilitation Therapy, Blood Gas Laboratory
 - c) Heart Station
 - d) Breast Diagnostic Center
 - e) Speech Pathology
 - f) Phlebotomy Area and Blood Donor Room
 - g) Cardiology Diagnostic Clinic
 - h) Pharmacy
 - i) Morgue
- 4) Ambulatory Care Clinics – Unit 2 South
 - a) 1st Floor Clinics
 - b) 2nd Floor Clinics
 - c) Urgent Care
 - d) PCDC Clinics, CHP Clinic
 - e) Infusion Clinic
 - f) N 18 Clinic
 - g) N 20 Audiology
 - h) N 24 Clinic
 - i) N 26 Clinic
 - j) N 28 Women's Health Clinic
 - k) N 31 OT / PT Clinic
 - l) N 34 Child Assessment Clinic

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- m) Child Life Center
- n) MFI 300 Transplant Clinic
- o) MFI 350 Pediatric Clinic
- p) MFI Neurology Clinic
- q) RB2 Sleep Clinic and other Clinics
- r) Employee Health
- 5) Additional Areas in Hospital and Clinics
 - a) All Lobbies, Hallways, and Waiting Rooms
 - b) Floor Maintenance
 - c) All Restrooms
 - d) Elevators
 - e) Pay phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Office Areas
 - a) Administrative Offices
 - b) Other Offices (Information Systems, Facilities Management, etc.)
- 2) Non-Office Areas
 - a) Auditoriums, Conference Rooms, Assembly Room
 - b) Physician's Call Rooms
 - c) Linen Room
 - d) Unit 2 County Offices (Bungalows, Warehouse)
 - e) Nutrition area and Physician's Dining Room
- 3) Employee Health
- 4) Additional Service Areas
 - a) Library
 - b) Gift Shop
 - c) Floor Mat Placement/ Entrances
 - d) Medical Records
 - e) Volunteer Office
 - f) Soiled Linen Rooms
 - g) Loading Dock/Walk Ways, Ramps

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- h) Stairs and Landings
- i) Computer Room
- j) Safety Police
- k) Clinical Social Services
- l) Solid Waste Collection and Removal Areas
- m) Wheel Chairs/ Gurneys – Steam clean
- n) Chaplain Office
- o) Floor Maintenance
- p) Finishing Work
- q) Restrooms
- r) Medical Waste

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Pest Extermination Services
- 2) Sidewalk/Street
- 3) Parking Lot and Interior Streets and Sidewalks Cleaning Services
- 4) Sidewalks, Ramps, Dock Areas and Sides of Building
- 5) Window Washing Services
- 6) Light Fixtures
- 7) Trash/Solid Waste Collection and Removal

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008-June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	295,715	303,608	326,088
Emergency Room Visits	63,321	80,752	83,806
Inpatient Admissions	21,979	23,432	23,842
Average Daily Census	353	362	356
Licensed Beds	570	570	570

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Main Unit Basement	Hospital	78,887
Main Unit First Floor	Hospital	92,921
Main Unit Second Floor	Hospital	84,171
Main Unit Third Floor	Hospital	41,957
Main Unit Fourth Floor	Hospital	31,916
Main Unit Fifth Floor	Hospital	32,437
Main Unit Sixth Floor	Hospital	32,437
Main Unit Seventh Floor	Hospital	31,897
Main Unit Eighth Floor	Hospital	31,899
PCDC First Floor	Hospital	18,350
PCDC Second Floor	Hospital	17,560
PCDC Third Floor	Hospital	16,480
1 East	Anes/Surgery Admin	6,600
2 East/Centrex	Information Systems	1,500
1 South	Inpatient Psych/Crisis Unit	9,850
2 South	Outpatient Psychiatry (Able)	5,385
3 South	Patient Financial Services/CHP	12,240
A. F. Parlow Library	Library	22,500
Warehouse #1 Central Plant	Materials Mgmt/Central Plant	37,075
Warehouse #2	Materials Management	5,127
B- West Trailer	School of Radiologic Tech	1,440
B-3	Psychiatry	3,600
B-3 Annex	Medical Records	929
Child Care Center	Hospital Administration	4,360
Cottage #14	DHS/Child Health Dis & Prev	875
Cottage #16	Nursing/Home Health Care	875
Cottage #18	Pediatrics	875
D-2	Psychiatry	3,523
D 2.5	Psychiatry	1,420
D 2 Annex	Psychiatry	1,762
D 3.5	Finance/Information Mgmt.	6,447
D4.5	Outpatient Psychiatry	1,440
D 5	Outpatient Psychiatry	4,532
D 5-Annex	Outpatient Psychiatry	1,200
D 5 Ramp Office/Restroom	Psychiatry	919
D 5.5	Psychiatry	5,533
D 6/Ramp Office	Psychiatry	4,882
D 9A	Emergency Medicine/Trauma	11,520

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
E 2	Medicine	3,913
F 3	Facilities Management (Admin., Carp., Shop)	5,454
F 4	Mech., Storage, Offices & HPA	5,904
F 4.5 Trailer	Information Systems	1,430
F 7	Surgery	3,877
F 8 Annex	Sleep Rooms/Medical Records	4,043
F 10	Quality Resource Mgmt	5,040
H 1	LAC Transportation	830
L 2/L 3	Human Resources	6,233
L 4	Payroll	3,600
L 5	Obstetrics. Gynecology	2,910
M 1	Facilities Management	9,600
N 06	Medical Records	2,257
N7	Surgery	1,500
N 08	Radiology Files	11,400
N 09	Medical Records Chart Files	9,793
N 11	Speech & Audiology	Not available
N 17	Nursing/Snack Bar	2,086
N 18	Nursing/Prof. Practice Affairs	2,160
N 20	Audiology	1,728
N 22	Social Services/Pharmacy	2,650
N 24A	Medicine/Outpatient/ Pharmacy	11,350
N 24 B HIV	Medicine/Outpatient Clinic/HIV	3,600
N 25	Finance/Pediatrics/Neurology	26,520
N 26/A & B	Child Crisis Center	3,387
N 26 C	Kids Clinic	2,040
N 28	Women's Health Center	12,881
N 31	Occupational & Phys. Therapy	4,800
N 32	Environmental Health & Safety	3,600
N 34	DHS Child Health Disability and Prevention	1,125
Paint Shop	Facilities Management	1,156
T 1	Facilities Management (Transportation)	2,450
826 W. 220th Street	Environmental Serv./Police/Storage	2,368

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
MFI: 300	Renal Transplant Clinic	Not available
MFI: 350	Pediatric Clinic CHDP	Not available
MFI: Neurology	Neurology Clinic	Not available
Unit II	Hallways	15,234
Unit II	Walkways	10,558
	FACILITY GRAND TOTAL	854,798
Sidewalks	Unit I & Unit II	23,568
Parking Lot	Unit I	264,542
Parking Lot	Unit II	269,024
	PARKING LOT TOTAL	557,134
*NOTE: NEW, REPAIRED, AND RE-BUILT BUILDINGS will be priced in an Amendment to be negotiated (SQUARE FOOTAGE NOT INCLUDED IN GRAND TOTAL ABOVE)		
*Adjacent to Main Hospital	Surgery Emergency Replacement-estimated 3 years -2013	193,000
*Parking Lot	New parking structure-estimated completion January 2011	3 stories 544 parking spaces
*N24C	Estimated completion October 2010	3,600

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

**Facility
Specifications**

Hours of Operation	Days of Operation	Cleaning Hours
24 Hours	7 Days	24 hours

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:00am – 3:30 pm	60	8	Day: 7:00am – 3:30 pm	5	8
Swing: 3:00 pm – 11:30 pm	37	8	Swing: 3:00 pm – 11:30 pm	3	8
Graveyard: 11:00 pm – 7:30 am	25	8	Graveyard: 11:00 pm – 7:30 am	2	8

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Facility Specifications	
Gross Square Footage	854,798
Staff in Building (County + Contractor)	Not available
Approximate Number of Persons Entering/Exiting Building Per Month	Not available
Number of Floors	9
Number of Stairwells	6
Number of Elevators	11
Approximate Number of Light Fixtures	15,400
Number of Parking Lots	13
Number of Cafeterias	1
Number of Kitchen Areas	2
Number of Kitchenettes (including nursing stations)	30
Number of Sinks	828
Number of Single Fold Paper Towel Dispensers	837

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Number of Soap Dispensers	828	Liquid
Number of foam dispensers	Not available	Not available
Number of Restrooms (ALL)	275	
Number of Sanitary Napkin Dispensers	55	
Number of Tampon Dispensers	55	

Bio-hazardous Waste Removal					
Number of Sealed Containers	345	Pickups Per Week	Six days	Autoclave (Biohazardous Waste) (Y/N)	Y
Who is Responsible for Bio-hazardous Waste collection and transport?	Contractor				

Medical Waste Removal			
Number of Sealed Containers	230	Pickups Per Week	Six days
Who is Responsible for Medical Waste collection, transport and storage?	Contractor	Medical Waste picked up from storage area by separate County Contractor.	

Trash/Solid Waste Removal					
Number of Trash Bins	25	Pickups Per Week	6	Trash Compactor (Y) Leased by Contractor	1
Who is Responsible for Trash Pick Up?	Contractor	Vendor*	Cardboard Bailer Leased by Contractor		

Parking Lot Sweeping		
Number of parking lots	11	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

**Window Cleaning			
Number of Windows/Exterior Glass	4,387	Interior Partition Glass/Doors	12
Who is Responsible for Window Cleaning?	Contractor	Vendor*	

Who Provides Supplies?	County	Paper Supplies, plastic liners, Soap, Hand Sanitizer, Sharp containers
	Contractor	Yes (e.g. cleaning supplies)

*Vendor if subcontracted

Describe Special Cleaning or Operational Requirements
The Contractor is required to lease or provide an appropriate transport vehicle for the transport of medical waste and trash from the main hospital to the temporary loading dock near the warehouse due to current construction. Estimated time – 3 years.

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. At Harbor-UCLA Medical Center, the areas and hours where there are dedicated locked employees are: Intensive Care Unit (ICU), Operating Room (OR) and Labor and Delivery (L&D). These are 24/7 operations.

As a clarification the locked in units at Harbor-UCLA Medical Center, the Operating Rooms (OR) and Labor and Delivery Rooms (LDR) have more than one person assigned per shift as follows:

OR	Employee(s)	L&D, ICU, ER
Dayshift	2	One employee per shift
Evening shift	2	
Night shift	1	

2. The number of surgical procedures performed each day at Harbor-UCLA Medical Center were 945 OR cases reported for the month of April 2010. The majority of the cases occurred during the day.
3. The number of Operating Room (OR) suites and C-Section suites at Harbor-UCLA Medical Center are 10 OR suites plus 4 C-Section suites (which are also used for surgical cases).
4. The number of births and C-Sections performed at Harbor-UCLA Medical Center is approximately 100 deliveries/month (70 vaginal + 30 C-Sections).
5. The number of room moves and room set ups provided each week at Harbor-UCLA Medical Center average 35 weekly. Moves are done by the transportation unit. Set ups are done by contractor. Setups include providing tables/chairs and other equipment for special activities/events.
6. At Harbor-UCLA Medical Center, there is a bed control unit that tracks the bed system; however the unit is supervised and managed by hospital administration, not housekeeping.
7. The carpet to vinyl/tile percentage breakdown for Harbor-UCLA Medical Center is 10% carpet; 90% vinyl/tile. Unit II: 44% carpet, 56% vinyl/tile.
8. The name and quantity of hand sanitizer used at Harbor-UCLA Medical Center is Steris Alcare Plus. Quantity unknown.
9. County nursing staff is responsible for cleaning refrigerators containing patient medications. Employee refrigerators are cleaned by employees. Contractor cleans

**HARBOR-UCLA MEDICAL CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

the outside of refrigerators only. Refrigerators containing patient food are cleaned by dietary staff.

10. County owns the electric carts.
11. The baler at Harbor-UCLA Medical Center is owned by the County.
12. The contractor is responsible for replacing the sand/water in ashtrays.
13. The tunnel at Harbor-UCLA Medical Center is cleaned by the housekeeping contractor.
14. The number of beds in 3rd West ICU-3W A bay (Cardiothoracic ICU) is as follows:
 - 3W A bay (Cardiothoracic ICU) 6 beds
 - 3W B bay (6 de-licensed beds, satellite pharmacy)
 - 3W C bay (Surgical ICU): 8 beds
 - 3W D bay (Surgical ICU): 6 beds
 - Total 3W intensive care: 20 licensed beds
15. There is one laundry chute in use in the main building. All other chutes are not in operation.
16. Approximately 18 clinics operate in the basement of Harbor-UCLA Medical Center which includes a combination of clinics and hubs. The number of patient visits in the last year was approximately 63,000.
17. The trash compactors are leased by the housekeeping contractor.

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Long Beach Comprehensive Health Center is located at 1333 Chestnut Avenue, Long Beach, CA 90813

The Long Beach Comprehensive Health Center provides the following services:

Primary Care

- Adult Medicine - The Adult Medicine Clinic treats many adult patients with chronic health problems like arthritis, hypertension, or diabetes.
- Family Medicine - The Family Medicine Clinic provides preventive and comprehensive health care to individuals and their families. Care is provided to all age groups from newborn to geriatric patients, and for all type of medical problems.
- Family Planning - The Family Planning Clinic provides a full array of contraceptive services for women of all ages. Additional services may include counseling about family planning. Other alternative services are also available.
- Pediatrics - The Pediatrics Clinic provides health care services to children under the age of 18. Well-Baby care and immunizations are typically scheduled visits.
- Walk-in Clinic - Walk-in Clinic provides urgent care services to new and return patients of all ages presented with urgent acute medical needs. Patients are triaged and seen on a first come-basis based on acuity.
- Women's Health Care - The Women's Health Care Clinic provides women with comprehensive women's health services.

Specialty Care

- Dental Clinic and Dental HIV/AIDS Clinic - Dental Clinic services are available to children and adults. The Dental HIV/AIDS Clinic provides service only to patients with HIV/AIDS.
- Eye Clinic - The Eye Clinic offers Ophthalmology and Optometry. Services are provided by referral only from primary physicians of Long Beach Comprehensive Health Center.
- Gynecology - The Gynecology clinic offers specialty services to women with gynecological problems who are referred by their primary provider for evaluation.
- Tom Kay HIV Clinic - The Tom Kay HIV Clinic provides a full range of services to patients of all ages with HIV/AIDS.
- Urology Clinic - The Urology Clinic provides specialty services by referral only, to all ages.

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Ancillary

- Ancillary services include Pharmacy, Laboratory, Radiology, and Social Services. These are provided for patients whose provider orders either a drug or a test from one of the clinics or for patients in need of Social Services.
- The facility has approximately 124 full-time County employees currently employed at the facility, as well as part-time and contract employees.

The Center built in 1985 is a two-story building with 31 exam rooms, six dental rooms, administrative and business offices, subterranean parking and an exterior parking lot. See attached map. The Facility houses approximately 124 County employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility hours of Operation.

FACILITY	HOURS
Adult Medicine	Monday through Friday 8:00 a.m. to 5:00 p.m.
Family Medicine	Monday and Friday 8:00 a.m. to 5:00 p.m. Tuesday and Thursday 11:00 a.m. to 7:30 p.m. Wednesday 8:00 a.m. to 7:30 p.m. Saturday 8:00 a.m. to 4:30 p.m.
Family Planning	Monday through Friday 8:00 a.m. to 5:00 p.m.
Pediatrics Clinic	Monday through Friday 8:00 a.m. to 5:00 p.m.
Walk-in Clinic	Monday through Friday 7:30 a.m. to 7:30 p.m. Saturday 8:00 a.m. to 4:30 p.m.

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

FACILITY	HOURS
Women's Health Care	Tuesday through Friday 8:00 a.m. to 5:00 p.m.
Dental Clinic	Monday through Friday 8:00 a.m. to 4:00 p.m. Saturday 8:00 a.m. to 12 noon
Dental HIV/AIDS Clinic	Tuesday and Thursday 8:00 a.m. to 4:00 p.m.
Ophthalmology Clinic Optometry Clinic	Every 1 st , 3 rd and 4 th Fridays 1:00 p.m. to 4:30 p.m. Wednesday and Thursday 8:00 a.m. to 4:30 p.m. Tuesday and Friday 8:00 a.m. to 12 noon
Gynecology Clinic	Every 1 st , 3 rd and 4 th Wednesday 8:00 a.m. to 12 noon Monday 4:30 p.m. to 7:00 p.m.
Tom Kay HIV Clinic	Monday through Thursday 8:00 a.m. to 5:00 p.m. Alternate Fridays 8:00 a.m. to 5:00 p.m.
Urology Clinic	2 nd Monday 1:00 p.m. to 4:30 p.m.
Ancillary Services – Pharmacy, Laboratory, Radiology	Monday through Friday 8:00 a.m. to 7:30 p.m.
Social Services	Monday through Friday 8:00 a.m. to 5:00 p.m.

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
 - c) Pharmacy Area
- 2) Ambulatory Care Clinics – Three clinic modules
 - a) Pediatrics Clinic
 - b) Women's Clinic
 - c) Adult Medicine
 - d) Walk-In Clinic
 - e) Optometry Clinic
 - f) Tom Kay Clinic
 - g) Various Specialty Services
- 3) Dental Clinic
- 4) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas
 - b) Public toilets
 - c) Public Pay Phones
- 5) Mobile Clinic (as needed)

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Admissions/Registration
- 4) Lounges
- 5) Medical Library
- 6) Medical Records File Room/Office

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

7) County Police

3.3.1 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Staff Lounge
- 2) Floor Mat Placement
- 3) Sidewalks, Ramps, Dock Areas, Sides of Buildings
- 4) Stairs and Landings
- 5) Warehouse
- 6) Waste Collection and Removal
- 7) Wheel Chairs
- 8) Windows
- 9) Parking lots and Basement Parking Lot
- 10) Appointment Center
- 11) Elevator
- 12) Exit door
- 13) Televisions in all Clinic areas

4. HISTORICAL SERVICE VOLUMES (If Available, Use N/A if Not Available/Not Applicable)

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009(12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Patient Visits	70,053	71,194	44,977

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Clinic	42,300

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 8:30pm	M-F	Same
8:00am to 8:30pm	Sat	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	4	8	Swing: 3:00 pm – 11:30 pm	1	8
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	42,300	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	1,078	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	2	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	99	
Number of Single Fold Paper Towel Dispensers	99	
Number of Soap Dispensers	99	Liquid
Number of Restrooms (ALL)	24	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	14	Pickups Per Week	Not available	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	3	Pickups Per Week	2	Trash Compactor (Y/N)	Yes
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	429	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**LONG BEACH COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. At Long Beach Comprehensive Health Centers (LBCHC), the Moves/Set-ups means rearranging tables and chairs into meeting or classroom configurations (or other configurations as determined by staff) for events that occur at LBCHC. Additionally, moves/set-ups mean moving small furniture (shelves, chairs, etc) when there are room changes or storage requests. Community Conference room set-up: average 2 times a week, up to 4. Medical Library set-up, average 1 time a week, up to 2. Other, (small tables, etc), average 1-2 times a week. Medical Library set-up: average 1 time a week, up to 2. Other (small tables, etc): average 1-2 times a week
2. The carpet to vinyl/tile percentage breakdown for the first floor at LBCHC is 2% carpet; 98% vinyl/tile. The second floor is 33% carpet; 67% vinyl/tile.
3. The name and quantity of hand sanitizer used at LBCHC is Alcare Plus Antiseptic Handrub with Emollients; 2009 77 bottles; 2010 (as of 6/11/10) 73 bottles.
4. Shredder bins are not emptied by housekeeping contractor.

**LOMITA FAMILY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
AND HOURS OF OPERATION**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Lomita Family Health Center is located at 1403 Lomita Boulevard, Harbor City, CA 90710

2. FACILITY HOURS OF OPERATION FOR HOSPITALS AND CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Lomita Family Health Center	Monday through Friday: 7:30 a.m. to 5:00 p.m. Saturday: 8:30 a.m. to 1:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
- 2) Patient care areas
 - a) Primary Care (Adult and Pediatric)
 - b) Isolation Rooms
- 3) Public Areas
 - a) Lobby, Hallways, Public Waiting Areas
 - b) Public Toilets

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Registration
- 4) Staff Lounge
- 5) Medical Records

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings

**LOMITA FAMILY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
AND HOURS OF OPERATION**

- 3) Solid Waste Collection and Removal
- 4) Wheel Chairs
- 5) Windows

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Lomita Family Health Center	26,837 (12 mos.)	27,948 (12 mos.)	15,167 (7 mos.)

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
First Floor Offices		1,147
Second Floor Clinics and Offices		11,380
	GRAND TOTAL:	12,527

**LOMITA FAMILY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
AND HOURS OF OPERATION**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
7:30 am to 5:00 pm	M-F	8:00 am to 4:00 pm
8:30 am to 1:30 pm	Sat	8:30 am to 1:30 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:00 am – 4:00 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm			Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am	1	8	Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	12,527	
Staff in Building (County + Contractor)	80	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	175	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	58	
Number of Single Fold Paper Towel Dispensers	58	
Number of Soap Dispensers	58	Liquid
Number of Restrooms (ALL)	8	
Number of Sanitary Napkin Dispensers	4	
Number of Tampon Dispensers	4	

Medical and Bio-hazardous Waste Removal

Number of Sealed Containers	2	Pickups Per Week	1	Autoclave (Y/N)	No
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**LOMITA FAMILY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
AND HOURS OF OPERATION**

Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.
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Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	County			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	County - Building Owner

Pest Control		
Who is Responsible for Pest Control?	Contractor	County –

Window Cleaning		
Number of Windows/Exterior Glass	82	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	County

Who Provides Supplies?	County	Yes
	Contractor	No

*Vendor if subcontracted

**LOMITA FAMILY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
AND HOURS OF OPERATION**

ADDITIONAL INFORMATION

1. The Contractor is responsible for the first floor (1,147 square feet)) which is approximately 15% carpet and 85% vinyl/tile and the second floor (11,380 square feet) which is approximately 30% carpet and 70% vinyl/tile.
2. The name and quantity of hand sanitizer used at Lomita Family Health Center is Alcare Plus and in 2009 used 8 cases.
3. The approximate quantities of products used at Lomita Family Health Center in 2009 is as follows: C-fold towels: 160 cases (12 packs/case)
 - Medium trash bags 30x36: 55 cases
 - Toilet paper: 21 cases
 - Sharps boxes: 16 cases
 - Sharps boxes: 18 gallon: 10
 - Hand soap (Steris Kindest Kare): 14 cases
 - Toilet seat covers: 9 cases
 - Single fold towels: 2 cases
 - Small trash bags: 5 cases
4. There is one full time person currently assigned as a lock-in employees for terminal cleaning every day.
5. Housekeeping contractor empties shredder bins.

CONTRACTOR'S EEO CERTIFICATION

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

**COUNTY'S ADMINISTRATION
OLIVE VIEW-UCLA MEDICAL CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Azar Kattan

Title: Compliance Officer

Address: 14445 Olive View Drive, Hospital Administration

Sylmar, CA 91342

Telephone: (818) 364-3001 Facsimile: (818) 364-3011

E-Mail Address: akattan@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Debra Lett

Title: Interim, Contract Administrator

Address: 14445 Olive View Drive, Contract Administration

Sylmar, CA 91342

Telephone: (818) 364-3418 Facsimile: (818) 364-3706

E-Mail Address: delett@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
MID-VALLEY COMPREHENSIVE HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Azar Kattan

Title: Compliance Officer

Address: 14445 Olive View Drive, Hospital Administration

Sylmar, CA 91342

Telephone: (818) 364-3001 Facsimile: (818) 364-3011

E-Mail Address: akattan@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Laura Adlersberg

Title: Staff Assistant II

Address: 7515 Van Nuys Blvd., Hospital Administration

Van Nuys, CA 91405

Telephone: (818) 947-4026 Facsimile: (818) 989-8850

E-Mail Address: ladlersberg@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
SAN FERNANDO HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Azar Kattan

Title: Compliance Officer

Address: 14445 Olive View Drive, Hospital Administration

Sylmar, CA 91342

Telephone: (818) 364-3001 Facsimile: (818) 364-3011

E-Mail Address: akattan@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Carmen Cordero

Title: Staff Assistant II

Address: 1212 Pico Street

San Fernando, CA 91340

Telephone: (818) 837-6955 Facsimile: (818) 838-2579

E-Mail Address: ccordero@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
BURBANK HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:Name: Kathy K. Hanks, C.P.M.Title: Director, Contract Administration and MonitoringAddress: Contracts & Grants Division313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012Telephone: (213) 240-7819 Facsimile: (213) 250-2958E-Mail Address: khanks@dhs.lacounty.gov**FACILITY PROJECT MANAGER:**Name: Maria KharadjianTitle: Chief Environment Health SpecialistAddress: 1101 W. Magnolia Blvd.Burbank, CA 91506Telephone: (818) 557-4187 Facsimile: (818) 848-2236E-Mail Address: mkharadjian@ph.lacounty.gov**FACILITY PROJECT MONITOR:**Name: Scott HunterTitle: Environmental Health Specialist IIIAddress: 1101 W. Magnolia Blvd.Burbank, CA 91506Telephone: (818) 556-4187 Facsimile: (818) 848-2336E-Mail Address: shunter@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
GLENDALE HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:Name: Kathy K. Hanks, C.P.M.Title: Director, Contract Administration and MonitoringAddress: Contracts & Grants Division313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012Telephone: (213) 240-7819 Facsimile: (213) 250-2958E-Mail Address: khanks@dhs.lacounty.gov**FACILITY PROJECT MANAGER:**Name: Miriam SanchezTitle: SPA AdministratorAddress: 26415 Carl Boyer DriveSanta Clarita, CA 91350Telephone: (661) 287-7042 Facsimile: (661) 286-2742E-Mail Address: misanchez@ph.lacounty.gov**FACILITY PROJECT MONITOR:**Name: Roberto VazquezTitle: Facility AdministratorAddress: 501 N. Glendale AvenueGlendale, CA 91206Telephone: (818) 500-5762 Facsimile: (818) 244-0876E-Mail Address: rvazquez@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
NORTH HOLLYWOOD HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Miriam Sanchez

Title: SPA Administrator

Address: 26415 Carl Boyer Drive

Santa Clarita, CA 91350

Telephone: (661) 287-7042 Facsimile: (661) 286-2742

E-Mail Address: misanchez@ph.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Roberto Vazquez

Title: Facility Administrator

Address: 5300 Tujunga Avenue

North Hollywood, CA 91601

Telephone: (818) 766-3982 Facsimile: (818) 487-0060

E-Mail Address: rvazquez@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
PACOIMA HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:Name: Kathy K. Hanks, C.P.M.Title: Director, Contract Administration and MonitoringAddress: Contracts & Grants Division313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012Telephone: (213) 240-7819 Facsimile: (213) 250-2958E-Mail Address: khanks@dhs.lacounty.gov**FACILITY PROJECT MANAGER:**Name: Miriam SanchezTitle: SPA AdministratorAddress: 26415 Carl Boyer DriveSanta Clarita, CA 91350Telephone: (661) 287-7042 Facsimile: (661) 286-2742E-Mail Address: misanchez@ph.lacounty.gov**FACILITY PROJECT MONITOR:**Name: Felipe TalaveraTitle: Facility AdministratorAddress: 13300 Van Nuys BoulevardPacoima, CA 91331Telephone: (818) 896-1903 Facsimile: (818) 834-3961E-Mail Address: ftalavera@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
HARBOR-UCLA MEDICAL CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Miguel de los Reyes
Title: Director, Contracts Management
Address: 1000 W. Carson Street, Box 33
Torrance, CA 90509
Telephone: (310) 222-2036 Facsimile: (310) 320-7510
E-Mail Address: mireyes@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Yvette DeJesus-Ruiz
Title: Assistant Hospital Administrator
Address: 1000 W. Carson Street, Box 1
Torrance, CA 90509
Telephone: (310) 222-4027 Facsimile: (310) 328-9624
E-Mail Address: yruiz@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
LONG BEACH COMPREHENSIVE HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Thuy Bahn

Title: Assistant Hospital Administrator I

Address: 1333 Chestnut Ave.

Long Beach, CA 90813

Telephone: (562) 599-8605 Facsimile: (562) 218-0853

E-Mail Address: thbanh@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Thuy Bahn

Title: Assistant Hospital Administrator I

Address: 1333 Chestnut Ave.

Long Beach, CA 90813

Telephone: (562) 599-8605 Facsimile: (562) 218-0853

E-Mail Address: thbanh@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
LOMITA FAMILY HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Miguel de los Reyes
Title: Director, Contracts Management
Address: 1000 W. Carson Street, Box 33
Torrance, CA 90509
Telephone: (310) 222-2036 Facsimile: (310) 320-7510
E-Mail Address: mireyes@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Linda Banda
Title: Business Office Manager
Address: 1403 Lomita Blvd Harbor City, CA 90710
Alternate address is Harbor-UCLA Medical Center, 1000 W. Carson Street,
Box 433, Torrance CA 90509
Telephone: (310) 534-6202 Facsimile: (310) 326-7205
E-Mail Address: lbanda@dhs.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S ADMINISTRATION

FACILITY: OLIVE VIEW-UCLA MEDICAL CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: MID-VALLEY COMPREHENSIVE HEALTH CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION**FACILITY: SAN FERNANDO HEALTH CENTER****CONTRACTOR'S NAME: SODEXO AMERICA, LLC****CONTRACT NO: _____****CONTRACTOR'S PROJECT DIRECTOR:**Name: Kim DudeckTitle: District Manager, Hospitals, West Division OperationsAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 818/ 681-1741Facsimile: 714/ 481-0340E-Mail Address: kim.dudeck@sodexo.com**CONTRACTOR'S PROJECT MANAGER:**Name: Linton FoxTitle: Senior Manager, Area Support – Environmental ServicesAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 561/ 755-3791Facsimile: 714/ 481-0340E-Mail Address: linton.fox @sodexo.com**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**Name: Jeff PaulsonTitle: Division Vice President, West Division OperationsAddress: Sodexo Health Care Services13555 Bishops Court Suite 250; Brookfield, WI 53005Telephone: 262/ 617-8170Facsimile: 262/ 821-0519E-Mail Address: jeff.paulson@sodexo.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:Name: Carol AlessoTitle: Senior Vice President, South Division OperationsAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 262/ 971-6460Facsimile: 714/ 481-0340E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: BURBANK HEALTH CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** GLENDALE HEALTH CENTER**CONTRACTOR'S NAME:** SODEXO AMERICA, LLC**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**Name: Kim DudeckTitle: District Manager, Hospitals, West Division OperationsAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 818/ 681-1741Facsimile: 714/ 481-0340E-Mail Address: kim.dudeck@sodexo.com**CONTRACTOR'S PROJECT MANAGER:**Name: Linton FoxTitle: Senior Manager, Area Support – Environmental ServicesAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 561/ 755-3791Facsimile: 714/ 481-0340E-Mail Address: linton.fox @sodexo.com**CONTRACTOR'S AUTHORIZED OFFICIAL(S)**Name: Jeff PaulsonTitle: Division Vice President, West Division OperationsAddress: Sodexo Health Care Services13555 Bishops Court Suite 250; Brookfield, WI 53005Telephone: 262/ 617-8170Facsimile: 262/ 821-0519E-Mail Address: jeff.paulson@sodexo.com

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

Notices to Contractor shall be sent to the following:Name: Carol AlessoTitle: Senior Vice President, South Division OperationsAddress: Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705Telephone: 262/ 971-6460Facsimile: 714/ 481-0340E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** NORTH HOLLYWOOD HEALTH CENTER**CONTRACTOR'S NAME:** SODEXO AMERICA, LLC**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:****Name:** Kim Dudeck**Title:** District Manager, Hospitals, West Division Operations**Address:** Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705**Telephone:** 818/ 681-1741**Facsimile:** 714/ 481-0340**E-Mail Address:** kim.dudeck@sodexo.com**CONTRACTOR'S PROJECT MANAGER:****Name:** Linton Fox**Title:** Senior Manager, Area Support – Environmental Services**Address:** Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705**Telephone:** 561/ 755-3791**Facsimile:** 714/ 481-0340**E-Mail Address:** linton.fox @sodexo.com**CONTRACTOR'S AUTHORIZED OFFICIAL(S)****Name:** Jeff Paulson**Title:** Division Vice President, West Division Operations**Address:** Sodexo Health Care Services13555 Bishops Court Suite 250; Brookfield, WI 53005**Telephone:** 262/ 617-8170**Facsimile:** 262/ 821-0519**E-Mail Address:** jeff.paulson@sodexo.com**Name:** _____**Title:** _____**Address:** _____**Telephone:** _____**Facsimile:** _____**E-Mail Address:** _____**Notices to Contractor shall be sent to the following:****Name:** Carol Alesso**Title:** Senior Vice President, South Division Operations**Address:** Sodexo Health Care Services2670 North Main Street, Suite 250; Santa Ana, CA 92705**Telephone:** 262/ 971-6460**Facsimile:** 714/ 481-0340**E-Mail Address:** carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: PACOIMA HEALTH CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: HARBOR-UCLA MEDICAL CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: LONG BEACH COMPREHENSIVE HEALTH CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR'S ADMINISTRATION

FACILITY: LOMITA FAMILY HEALTH CENTER
CONTRACTOR'S NAME: SODEXO AMERICA, LLC
CONTRACT NO: _____

CONTRACTOR'S PROJECT DIRECTOR:
Name: Kim Dudeck
Title: District Manager, Hospitals, West Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 818/ 681-1741
Facsimile: 714/ 481-0340
E-Mail Address: kim.dudeck@sodexo.com

CONTRACTOR'S PROJECT MANAGER:
Name: Linton Fox
Title: Senior Manager, Area Support – Environmental Services
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 561/ 755-3791
Facsimile: 714/ 481-0340
E-Mail Address: linton.fox @sodexo.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)
Name: Jeff Paulson
Title: Division Vice President, West Division Operations
Address: Sodexo Health Care Services
13555 Bishops Court Suite 250; Brookfield, WI 53005
Telephone: 262/ 617-8170
Facsimile: 262/ 821-0519
E-Mail Address: jeff.paulson@sodexo.com

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-Mail Address: _____

Notices to Contractor shall be sent to the following:
Name: Carol Alesso
Title: Senior Vice President, South Division Operations
Address: Sodexo Health Care Services
2670 North Main Street, Suite 250; Santa Ana, CA 92705
Telephone: 262/ 971-6460
Facsimile: 714/ 481-0340
E-Mail Address: carol.alesso@sodexo.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

- G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

JURY SERVICE ORDINANCE

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

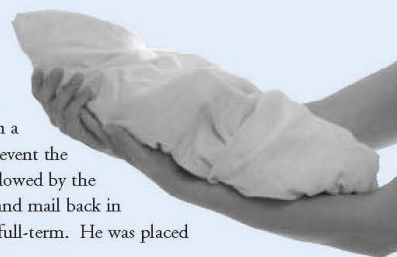
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalet y el padre/madre o el adulto que lo entregue recibirá un brazalet igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalet con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



PROP A - LIVING WAGE PROGRAM

EXHIBITS J, K & L

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* **Editor's note:** Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999: Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999)



**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports). Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)										
(2) Payroll No.:		(3) Work Location:					(4) From payroll period: ____/____/____ to payroll period: ____/____/____			(5) For Month Ending:		
(6) Department Name:					(7) Contract Service Description:					(8) Contract Name & Number:		
(9) Contractor Health Plan Name(s):										(10) Contractor Health Plan ID Number(s):		

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate \$ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct. Print Authorized Name:		Total (This Page)										
		Grand Total (All Pages)										

Authorized Signature: _____	Date: ____/____/____	Title: _____	Telephone Number (include area code) (____) _____	Page: ____ of ____
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**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____;
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____

(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title

Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

UNIVERSAL PERSONNEL MONITORING TOOL

MANDATORY PERSONNEL MONITORING REPORTS

UNIVERSAL PERSONNEL MONITORING TOOL

UNIVERSAL PERSONNEL MONITORING TOOL

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
INITIAL VERIFICATION				
Photo ID Badge/ID No.				
Date of Annual Health Clearance:				
Conditions of Employment				
Date of Live Scan™ Background Check through County:				
Background Check by Contractor				
LAC / DHS REQUIRED TRAININGS FOR ALL NON-COUNTY WORKFORCE MEMBERS (NETWORK REQUIRED) DATE OF OCCURRENCE OR EXPIRATION				
Performance Evaluation (Annual)				
Facility Orientation (Initial)				
Facility Annual Re-Orientation				
Area Specific Orientation (Annual)				
Diversity / Cultural Competence				
Sexual Harassment Prevention				

UNIVERSAL PERSONNEL MONITORING TOOL

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
HIPAA / Privacy (PHI)				
General Staff Safety				
Hazard Materials (MSDS); Including Employee Right to Know; Toxic Substances				
Disaster Management / Emergency Plan				
Security/Threat Mgmt.				
Risk Management / Incident Reporting				
Code of Conduct / Compliance				
Data / Information Security Awareness; Safeguards for Protected Health Information (PHI)				
Threat Management "Zero Tolerance"				
Safe Surrendered Baby Law				
Other Required Trainings:				

BUSINESS ASSOCIATE EXHIBIT

**CONTRACTOR’S OBLIGATIONS AS A “BUSINESS
ASSOCIATE” UNDER THE
HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT OF 1996
AND THE HEALTH INFORMATION TECHNOLOGY FOR
ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS
ASSOCIATE AGREEMENT)**

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to or creates Protected Health Information in order to provide those Services.

Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (together, the "Privacy and Security Regulations"). The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate ("Business Associate Agreement") in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Further, pursuant to the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act"), effective February 17, 2010, certain provisions of the HIPAA Privacy and Security Regulations apply to Business Associates in the same manner as they apply to Covered Entity and such provisions must be incorporated into the Business Associate Agreement.

This Business Associate Agreement and the following provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Business Associate in compliance with HIPAA's Privacy and Security Regulations and the HITECH Act, as they now exist or may hereafter be amended.

Therefore, the parties agree as follows:

DEFINITIONS

1.1 "Breach" has the same meaning as the term "breach" in 45 C.F.R. § 164.402.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

1.2 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.

1.3 "Electronic Health Record" has the same meaning as the term "electronic health record" in the HITECH Act, 42 U.S.C. section 17921. Electronic Health Record means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.

1.4 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.

The term "Electronic Media" draws no distinction between internal and external data, at rest (that is, in storage) as well as during transmission.

1.5 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

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1.6 "Individual" means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

1.7 "Minimum Necessary" refers to the minimum necessary standard in 45 C.F.R. § 162.502 (b) as in effect or as amended.

1.8 "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164, also referred to as the Privacy Regulations.

1.9 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.

1.10 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.

1.11 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.

1.12 "Security Rule" means the Security Standards for the Protection of Electronic Health Information also referred to as the Security Regulations at 45 Code of Federal Regulations (C.F.R.) Part 160 and 164.

1.13 "Services" has the same meaning as in the body of this Agreement.

1.14 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" in 45 C.F.R. § 164.402.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

1.15 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.

1.16 Terms used, but not otherwise defined in this Business Associate Agreement shall have the same meaning as those terms in the HIPAA Regulations and HITECH Act.

OBLIGATIONS OF BUSINESS ASSOCIATE

2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall Use and Disclose Protected Health Information only as necessary to perform the Services, and as provided in Sections 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 of this Agreement;

(b) shall Disclose Protected Health Information to Covered Entity upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose or in any manner that would constitute a violation of the Privacy Regulations or the HITECH Act if so Used or Disclosed by Covered Entity.

2.2 Prohibited Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall not Use or Disclose Protected Health Information for fundraising or marketing purposes.

(b) shall not disclose Protected Health Information to a health plan for payment or health care operations purposes if the Individual has requested this special restriction and has paid out of pocket in full for the health care item or service to which the Protected Health Information solely relates.

(c) shall not directly or indirectly receive payment in exchange for Protected Health Information, except with the prior written consent of Covered Entity and as permitted by the HITECH Act. This prohibition shall not effect payment by

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Covered Entity to Business Associate. Covered Entity shall not provide such written consent except upon express approval of the departmental privacy officer and only to the extent permitted by law, including HIPAA and the HITECH Act.

2.3 Adequate Safeguards for Protected Health Information. Business Associate:

(a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Business Associate Agreement. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the Minimum Necessary in accordance with the Privacy Regulation's minimum necessary standard as in effect or as amended.

(b) as to Electronic Protected Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information; effective February 17, 2010, said safeguards shall be in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312, and shall comply with the Security Rule's policies and procedure and documentation requirements.

2.4 Reporting Non-Permitted Use or Disclosure and Security Incidents and Breaches of Unsecured Protected Health Information. Business Associate

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

(a) shall report to Covered Entity each Use or Disclosure of Protected Health Information that is made by Business Associate, its employees, representatives,

Agents, subcontractors, or other parties under Business Associate's control with access to Protected Health Information but which is not specifically permitted by this Business Associate Agreement or otherwise required by law.

(b) shall report to Covered Entity each Security Incident of which Business Associate becomes aware.

(c) shall notify Covered Entity of each Breach by Business Associate, its employees, representatives, agents or subcontractors of Unsecured Protected

Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business

Associate shall be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable

diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of the Business Associate as determined in accordance with the federal common law of agency.

2.4.1 Immediate Telephonic Report. Except as provided in Section 2.4.3, notification shall be made immediately upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information by telephone call to (562) 940-3335.

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2.4.2 Written Report. Except as provided in Section 2.4.3, the initial telephonic notification shall be followed by written notification made without unreasonable delay and in no event later than three (3) business days from the date of discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach by the Business Associate to the Chief Privacy Officer at:

Chief Privacy Officer
Kenneth Hahn Hall of Administration
500 West Temple Street
Suite 525
Los Angeles, California 90012
HIPAA@auditor.lacounty.gov
(213) 974-2166

(a) The notification required by section 2.4 shall include, to the extent possible, the identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, Used, or Disclosed; and

(b) the notification required by section 2.4 shall include, to the extent possible, all information required to provide notification to the Individual under 45 C.F.R.

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164.404(c), including:

- (i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
- (ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
- (iii) Any other details necessary to conduct an assessment of whether there is a risk of harm to the Individual;
- (iv) Any steps Business Associate believes that the Individual could take to protect him or herself from potential harm resulting from the breach;
- (v) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to the Individual, and to protect

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

against any further Breaches; and

(vi) The name and contact information for the person most knowledgeable regarding the facts and circumstances of the Breach.

If Business Associate is not able to provide the information specified in section 2.3.2 (a) or (b) at the time of the notification required by section 2.4.2, Business Associate shall provide such information promptly thereafter as such information becomes available.

2.4.3 Request for Delay by Law Enforcement. Business Associate may delay the notification required by section 2.4 if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security. If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate shall delay notification, notice, or posting for the time period specified by the official; if the statement is made orally, Business Associate shall document the statement, including the identity of the official making the statement, and delay the notification, notice, or posting temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in paragraph (a) of this section is submitted during that time.

2.5 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

2.6 Breach Notification. Business Associate shall, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information, provide Breach notification for each and every Breach of Unsecured Protected Health Information by Business Associate, its employees, representatives, agents or subcontractors, in a manner that permits Covered Entity to comply with its obligations under Subpart D, Notification in the Case of Breach of Unsecured PHI, of the Privacy and Security Regulations, including:

(a) Notifying each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of such Breach;

(b) The notification required by paragraph (a) of this Section 2.6 shall include, to the extent possible:

(i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;

(ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis,

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

disability code, or other types of information were involved);

(iii) Any steps the Individual should take to protect him or herself from potential harm resulting from the Breach;

(iv) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches; and

(v) Contact procedures for Individual(s) to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

(vi) The notification required by paragraph (a) of this section shall be written in plain language

Covered Entity, in its sole discretion, may elect to provide the notification required by this Section 2.6, and Business Associate shall reimburse Covered Entity any and all costs incurred by Covered Entity, including costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected Health Information.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

2.7 Availability of Internal Practices, Books and Records to Government Agencies.

Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

2.8 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.

2.9 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.

**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND
THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL
HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)**

2.10 Accounting of Disclosures. Upon Covered Entity's request, Business Associate shall provide to Covered Entity an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or subcontractors, in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528 and/or the HITECH Act which requires an Accounting of Disclosures of Protected Health Information maintained in an Electronic Health Record for treatment, payment, and health care operations.

Any accounting provided by Business Associate under this Section 2.10 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Section 2.10, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Section 2.10 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.

2.11 Indemnification. Business Associate shall indemnify, defend, and hold harmless Covered Entity, including its elected and appointed officers, employees, and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, penalties and fines (including regulatory penalties and/or fines), and expenses (including attorney and expert witness fees), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement; Business Associate's obligations under this provision extend to compliance and/or enforcement actions and/or activities, whether formal or

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informal, of Secretary of the federal Department of Health and Human Services and/or Office for Civil Rights.

OBLIGATION OF COVERED ENTITY

3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

TERM AND TERMINATION

4.1 Term. The term of this Business Associate Agreement shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.

4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon either party's knowledge of a material breach by the other party, the party with knowledge of the other party's breach shall:

- (a) Provide an opportunity for the breaching party to cure the breach or end the violation and terminate this Agreement if the breaching party does not cure the breach or end the violation within the time specified by the non-breaching party;
- (b) Immediately terminate this Agreement if a party has breached a material term of this Agreement and cure is not possible; or
- (c) If neither termination nor cure is feasible, report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration.

**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND
THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL
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(a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

MISCELLANEOUS

5.1 No Third Party Beneficiaries. Nothing in this Business Associate Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Business Associate Agreement.

5.3 Relationship to Services Agreement Provisions. In the event that a provision of this Business Associate Agreement is contrary to another provision of this Agreement, the provision of this Business Associate Agreement shall control. Otherwise, this Business Associate Agreement shall be construed under, and in accordance with, the terms of this Agreement.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

5.4 Regulatory References. A reference in this Business Associate Agreement to a section in the Privacy or Security Regulations means the section as in effect or as amended.

5.5 Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.

5.6 Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations and other privacy laws governing Protected Health Information.

DEPARTMENT OF HEALTH SERVICES



CONTRACT

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SERVICON SYSTEMS, INC.

FOR

HOUSEKEEPING SERVICES

GROUPS 2

HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER

ANTELOPE VALLEY HEALTH CENTER

LAKE LOS ANGELES COMMUNITY CLINIC

LITTLEROCK COMMUNITY CLINIC

SOUTH VALLEY HEALTH CENTER

ACTON HEALTH CLINIC

WARM SPRINGS HEALTH CLINIC

GROUPS 4

DHS ADMINISTRATIVE OFFICES – COMMERCE

EL MONTE COMPREHENSIVE HEALTH CENTER

LA PUENTE HEALTH CENTER

RUTH TEMPLE HEALTH CENTER

WHITTIER PUBLIC HEALTH CENTER

PUBLIC HEALTH LABORATORY AND TRAILER

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**CONTRACT BETWEEN
COUNTY OF LOS ANGELES
AND
SERVICON SYSTEMS, INC.
FOR
HOUSEKEEPING SERVICES**

This Contract and Exhibits made and entered into this ____ day of _____, 2011 by and between the County of Los Angeles, hereinafter referred to as County and Servicon Systems, Inc., hereinafter referred to as Contractor. Servicon Systems, Inc. is located at 3965 Landmark Street Culver City, CA 90232.

RECITALS

WHEREAS, the County may contract with private businesses for Housekeeping Services when certain requirements are met; and

WHEREAS, the Contractor is a private firm specializing in providing Housekeeping Services; and

WHEREAS, the County has determined that it is legal, feasible, and cost-effective to contract Housekeeping Services; and

WHEREAS, this Contract is authorized by California Government Code Sections 23004, 25536 and 31000, and California Health and Safety Code Sections 1441, 1451; and

WHEREAS, this Contract is therefore authorized under Section 44.7 of the Los Angeles County Charter and Los Angeles County Codes Section 2.121.250; and

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties agree to the following:

1.0 APPLICABLE DOCUMENTS

Exhibits A, B, C, D, E, F, G, H, I, J, K, L, M and N are attached to and form a part of this Contract. In the event of any conflict or inconsistency in the definition or interpretation of any word, responsibility, schedule, or the contents or description of any task, deliverable, goods, service, or other work, or otherwise between the base Contract and the Exhibits, or between Exhibits, such conflict or inconsistency shall be resolved by giving precedence first to the Contract and then to the Exhibits according to the following priority.

Standard Exhibits:

- EXHIBIT A Statement of Work
- EXHIBIT B Housekeeping Services Pricing Sheets
- EXHIBIT C - Technical Exhibits to Statement of Work
- EXHIBIT D - Contractor's EEO Certification
- EXHIBIT E - County's Administration
- EXHIBIT F - Contractor's Administration
- EXHIBIT G - Acknowledgement and Confidentiality Agreements
- EXHIBIT H - Jury Service Ordinance
- EXHIBIT I - Safely Surrendered Baby Law

Prop A - Living Wage Program

- EXHIBIT J - Living Wage Program
- EXHIBIT K - County of Los Angeles Living Wage Ordinance Monthly
Certification for Applicable Health Benefit
Payments
- EXHIBIT L - County of Los Angeles Living Wage Program Payroll
Statement of Compliance

Mandatory Personnel Monitoring Reports

- EXHIBIT M - Universal Personnel Monitoring Tool

Business Associate Exhibit

EXHIBIT N – Contractor’s Obligations as a “Business Associate” Under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (Business Associate Agreement)

This Contract and the Exhibits hereto constitute the complete and exclusive statement of understanding between the parties, and supersedes all previous Contracts, written and oral, and all communications between the parties relating to the subject matter of this Contract. No change to this Contract shall be valid unless prepared pursuant to subparagraph 8.1 - Amendments and signed by both parties.

2.0 DEFINITIONS

The headings herein contained are for convenience and reference only and are not intended to define the scope of any provision thereof. The following words as used herein shall be construed to have the following meaning, unless otherwise apparent from the context in which they are used.

- 2.1 Administrative Office(s):** County facility (ies) where non-patient, general Housekeeping Services are required.
- 2.2 Ambulatory Care:** Medical care including diagnosis, observation, treatment and rehabilitation that is provided on an outpatient basis. Ambulatory care is given to persons who are able to ambulate or walk about.
- 2.3 Contract:** Agreement executed between County and Contractor inclusive of Exhibits A through N.
- 2.4 Contractor:** The sole proprietor, partnership, limited liability company or corporation that has entered into a contract with the County to perform all tasks and functions enumerated in the Statement of Work and Exhibits A through N.

- 2.5 Contractor Project Director:** The individual designated by the Contractor to administer the overall Contract operations after Contract award.
- 2.6 Contractor Project Manager:** The individual designated by the Contractor to manage the day to day activities at each of the Facilities specified and ensure the Contract objectives are met.
- 2.7 County:** The County of Los Angeles
- 2.8 County Project Director:** Person designated by County with the authority on contractual and administrative matters related to the Contract.
- 2.9 Day(s):** Calendar day(s) unless otherwise specified.
- 2.10 Director:** The County's Director of Health Services, or designee.
- 2.11 DHS:** Department of Health Services.
- 2.12 Facility (ies):** The Comprehensive Health Centers (CHC), Clinics, and Administrative Office locations described in the Agreement where Contractor shall provide Housekeeping Services.
- 2.13 Facility Project Manager:** County Personnel designated to manage the day to day operations under this Contract at each Facility specified and to ensure that all Housekeeping Services, activities, goods, deliverables, tasks, and all objectives of the Contract are met.
- 2.14 Facility Project Monitor:** County Personnel with responsibility to oversee the day to day activities at each Facility of this Contract; including responsibility for inspections of any and all tasks, deliverables, goods, services and other work provided by the Contractor.
- 2.15 Fiscal Year:** The twelve (12) month period beginning July 1st and ending the following June 30th.
- 2.16 Green Initiatives:** Using products which are designed to maximize biodegradability and minimize the addition of harmful or toxic chemicals into the environment. This includes utilizing products

and equipment which are designed to reduce energy usage with the goal of minimizing the environmental impact of the services.

- 2.17 Housekeeping Services:** All the goods, tasks, deliverables, functions, and activities described in Exhibits A-1, and A-2, Statement of Work (SOW) and Exhibit C, Technical Exhibits and any other cleaning services specified in this Contract.
- 2.18 Infection Control / Policies & Procedures Committee:** County and Contractor personnel responsible for the development and administration of guidelines and recommendations for the prevention of Healthcare-associated infections.
- 2.19 Level I Intensity:** Patient care areas that require the most complex/highest level of cleaning.
- 2.20 Level II Intensity:** Non-patient/non-public cleaning areas.
- 2.21 Level III Intensity:** Miscellaneous service areas, such as but not limited to; pest control services, window washing, parking lots, and sidewalk cleaning areas.
- 2.22 The Joint Commission:** Joint Commission on Accreditation of Healthcare Organizations which promulgates standards through its elements of performance to address a hospital's or other healthcare facility's compliance with minimum safety standards .
- 2.23 Material Safety Data Sheet (MSDS):** A form for containing data regarding the properties of a particular substance that can provide information on chemicals, their safe use and handling instructions.
- 2.24 Medical Waste, Hazardous and Biohazardous Waste:** Shall mean any waste material or article which harbors or may reasonably be considered to harbor viable etiologic agents, including laboratory wastes, pathologic and surgical specimens, blood elements, excreta and secretions, disposable fomites, and any other wastes the Medical Centers, Comprehensive Health Centers, Clinics and Infection Control Committee(s) defines as biohazardous waste for disposal.

2.25 Patient: One who receives medical attention, care or treatment.

2.26 OSHA/Cal-OSHA: Occupational Safety and Health Administration.

The state and federal agencies that issue and provide enforcement rules for standards for workplace safety and health.

3.0 WORK

3.1 Pursuant to the provisions of this Contract, the Contractor shall fully perform, complete and deliver on time, all tasks, deliverables, services and other work as set forth in Exhibits A through N, attached herein.

3.2 If the Contractor provides any tasks, deliverables, goods, services, or other work, other than as specified in this Contract, the same shall be deemed to be a gratuitous effort on the part of the Contractor, and the Contractor shall have no claim whatsoever against the County.

3.3 The Director or designee may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. Such authorization shall be in the form of an amendment to this Contract in accordance with subparagraph 8.1.4.

4.0 TERM OF CONTRACT

4.1 The term of this Contract shall be five (5) years commencing upon execution after approval by County's Board of Supervisors, unless sooner terminated or extended, in whole or in part, as provided in this Contract.

4.2 The County shall have the sole option to extend this Contract term on a month-to-month basis, not to exceed six (6) months for a maximum total Contract term of five (5) years and six (6) months. Such option and extension shall be exercised at the sole discretion of the Director or designee.

4.3 The Contractor shall notify Department of Health Services when this Contract is within six (6) months from the expiration of the term

as provided for hereinabove. Upon occurrence of this event, the Contractor shall send written notification to the Department of Health Services at the address herein provided in Exhibit E - County's Administration.

5.0 CONTRACT SUM

- 5.1 The Contract Sum under this Contract shall be the total monetary amount payable by County to Contractor for supplying all Housekeeping Services including all tasks, deliverables, goods, services, and other work specified under this Contract as shown in Exhibits A through N. The total monetary amount shall be in accordance with Exhibit B – Housekeeping Services Pricing Sheets.
- 5.2 The Contractor shall not be entitled to payment or reimbursement for any tasks or services performed, nor for any incidental or administrative expenses whatsoever incurred in or incidental to performance hereunder, except as specified herein. Assumption or takeover of any of the Contractor's duties, responsibilities, or obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever, shall occur only with the County's express prior written approval.
- 5.3 The Contractor shall maintain a system of record keeping that will allow the Contractor to determine when it has incurred seventy-five percent (75%) of the total contract authorization under this Contract. Upon occurrence of this event, the Contractor shall send written notification to DHS at the address herein provided in Exhibit E - County's Administration.

**5.4 No Payment for Services Provided Following Expiration/
Termination of Contract**

The Contractor shall have no claim against County for payment of any money or reimbursement, of any kind whatsoever, for any service or goods provided by the Contractor after the expiration or other termination of this Contract. Should the Contractor receive any such payment it shall immediately notify County and shall immediately repay all such funds to County. Payment by County for services rendered after expiration/termination of this Contract shall not constitute a waiver of County's right to recover such payment from the Contractor. This provision shall survive the expiration or other termination of this Contract.

5.5 Invoices and Payments

- 5.5.1 The Contractor shall invoice the County only for providing the tasks, deliverables, goods, services, and other work specified in Exhibit A - Statement of Work and elsewhere hereunder. The Contractor shall prepare invoices, which shall include the charges owed to the Contractor by the County under the terms of this Contract. The Contractor's payments shall be as provided in Exhibit B – Housekeeping Services Pricing Sheets, and the Contractor shall be paid only for the tasks, deliverables, goods, services, and other work approved in writing by the County. If the County does not approve work in writing no payment shall be due to the Contractor for that work.
- 5.5.2 The Contractor's invoices shall be priced in accordance with Exhibit B – Housekeeping Services Pricing Sheets.
- 5.5.3 The Contractor's invoices shall contain the information set forth in Exhibit A - Statement of Work describing the tasks, deliverables, goods, services, work hours, and facility and/or other work for which payment is claimed.

- 5.5.4 The Contractor shall submit the monthly invoices to the County by the 15th calendar day of the month following the month of service.

Prop A - Living Wage Program:

No invoice will be approved for payment unless the following is included:

- **Exhibit K - Monthly Certification for Applicable Health Benefit Payments**
- **Exhibit L - Payroll Statement of Compliance**

- 5.5.5 All invoices under this Contract shall be submitted in two (2) copies to the addresses for each facility as set forth in Exhibit B, Housekeeping Services Pricing Sheets.

5.5.6 County Approval of Invoices

All invoices submitted by the Contractor for payment must have the written approval of the Facility's Project Manager prior to any payment thereof. In no event shall the County be liable or responsible for any payment prior to such written approval. Approval for payment will not be unreasonably withheld

5.6 Cost of Living Adjustments (COLAs)

The Contract (monthly) amount shall remain firm and fixed for the first three years of the Contract. After the third year, the Contract (monthly) amount may be adjusted annually based on the increase or decrease in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index (CPI) for the Los Angeles-Riverside-Orange County Area for the most recently published percentage change for the 12-month period preceding the contract anniversary date, which shall be the effective date for any cost of living adjustment. However, any increase shall not exceed the general salary movement granted to County employees as determined by the Chief Executive Office as of each July 1 for the

prior 12-month period. Furthermore, should fiscal circumstances ultimately prevent the Board from approving any increase in County employee salaries; no cost of living adjustments will be granted. Where the County decides to grant a Cost of Living Adjustment (COLA) pursuant to this paragraph for living wage contracts, it may, in its sole discretion exclude the cost of labor (including the cost of wages and benefits paid to employees providing services under this contract) from the base upon which a COLA is calculated, unless the Contractor can show that his labor cost will actually increase. In the event County grants a COLA in accordance with this subparagraph 5.6, County shall amend the Contract in accordance with subparagraph 8.1.1.

5.7 Unscheduled Work Fund

As set forth in Exhibit B, Housekeeping Services Pricing Sheets, there shall be an annual Unscheduled Work Fund for emergency or expanded coverage. Use of the Unscheduled Work Funds shall be for Unscheduled Work as follows:

- 5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen possibility of injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.
- 5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, (e.g., lengthening of office hours or additional areas in a facility), set forth herein.
- 5.7.3 In both cases, use of the Unscheduled Work Funds must be authorized in writing by, upon prior approval as required in Subparagraph 3.3. In no event shall any annual total expenditure exceed the Unscheduled Work Fund amount set forth in Exhibit B, Housekeeping Services Pricing Sheets

without prior express approval of County's Board of Supervisors.

5.7.4 The Contractor shall invoice the County on a time and materials basis at the hourly rates set forth in Exhibit B, Housekeeping Services Pricing Sheets plus the cost of materials and/or supplies for the Unscheduled Work. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.

6.0 ADMINISTRATION OF CONTRACT - COUNTY

COUNTY ADMINISTRATION

The Director shall have the authority to administer this Contract on behalf of County. Director retains professional and administrative responsibility for the services rendered under this Contract. Listings of all County Administration referenced in the following subparagraphs are designated in Exhibit E - County's Administration. The County shall notify the Contractor in writing of any change in the names or addresses shown.

6.1 County Project Director

The responsibilities of the County's Project Director include:

- Ensuring that the objectives of this Contract are met;
- Providing direction to Facilities and Contractor relating to Contract requirements as necessary.

6.2 Facility's Project Manager

The responsibilities of the Facility's Project Manager include:

- meeting with the Contractor's Project Manager on a regular day to day basis; and
- inspecting any and all tasks, deliverables, goods, services, or other work provided by or on behalf of the Contractor.

The Facility's Project Manager is not authorized to make any changes to any of the terms and conditions of this Contract and is

not authorized to further obligate County in any monetary respect whatsoever.

6.3 Facility's Project Monitor

The Facility's Project Monitor is responsible for overseeing the day-to-day administration of this Contract. The Project Monitor reports to the Facility's Project Manager.

7.0 ADMINISTRATION OF CONTRACT

7.1 Contractor's Project Director

7.1.1 The Contractor's Project Director is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.1.2 The Contractor's Project Director shall be responsible for and shall administer all Contractor's services as related to this Contract and shall coordinate with Facility's Director on a regular basis.

7.2 Contractor's Project Manager

7.2.1 The Contractor's Project Manager is designated in Exhibit F - Contractor's Administration. The Contractor shall notify the County in writing of any change in the name or address of the Contractor's Project Manager.

7.2.2 The Contractor's Project Manager shall be responsible for the Contractor's day-to-day activities as related to this Contract and shall coordinate with Facility's Project Manager and Facility's Project Monitor on a regular basis.

7.3 Approval of Contractor's Staff

County has the right, in its sole discretion, to approve or disapprove each member of Contractor's staff performing work hereunder and any proposed changes in the Contractor's staff, including, but not limited to, the Contractor's Project Manager.

7.4 Contractor's Staff Identification

All of Contractor's employees assigned to County facilities are required to have a County issued Identification (ID) badge on their person and visible at all times. Contractor shall reimburse County for the expense of badges issued to Contractor employees.

7.4.1 Contractor is responsible to ensure that employees have obtained a County issued ID badge before being assigned to work at a County facility. Contractor personnel may be asked to leave a County facility by a County representative if they do not have the proper County issued ID badge on their person.

7.4.2 Contractor shall notify the County within one business day when any member of its staff is terminated from working under this Contract. Contractor shall retrieve and return the employee's County issued ID badge to the County on the next business day after the employee has terminated employment with the Contractor.

7.4.3 If County requests the removal of any member of Contractor's staff, Contractor shall retrieve and return an employee's County issued ID badge to the County on the next business day after the employee has been removed from working on the County's Contract.

7.5 Background and Security Investigations

7.5.1 All Contractor staff performing work under this Contract shall undergo and pass, to the satisfaction of County, a background investigation as a condition of beginning and continuing to work under this Contract. County shall use its discretion in determining the method of background clearance to be used, which may include, but is not limited to, fingerprinting. The fees associated with obtaining the background information shall be at the expense of the

Contractor, regardless if the Contractor's staff passes or fails the background clearance investigation.

- 7.5.2 County may request that the Contractor's staff be immediately removed from working at any County facility at any time during the term of this Contract. County will not provide to the Contractor, nor to the Contractor's staff, any information obtained through the County conducted background clearance.
- 7.5.3 County may immediately, at its sole discretion, deny or terminate facility access by any member of Contractor's staff that does not pass such background investigation(s) to the satisfaction of the County and/or whose background or conduct is incompatible with County facility access.
- 7.5.4 Disqualification, if any, of any member of Contractor's staff, pursuant to this subparagraph 7.5, shall not relieve the Contractor of its obligation to complete all work in accordance with the terms and conditions of this Contract.

7.6 Confidentiality

- 7.6.1 Contractor shall maintain the confidentiality of all records and information in accordance with all applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures relating to confidentiality, including, without limitation, County policies concerning information technology security and the protection of confidential records and information.
- 7.6.2 Contractor shall indemnify, defend, and hold harmless County, its Special Districts, elected and appointed officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, costs and expenses, administrative penalties and fines assessed, including, without limitation, defense costs and legal, accounting and

other expert, consulting, or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with this Paragraph 7.6, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 7.6 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction, or make any admission, in each case, on behalf of County without County's prior written approval.

7.6.3 Contractor shall inform all of its officers, employees, agents and subcontractors providing services hereunder of the confidentiality and indemnification provisions of this Contract.

7.6.4 Contractor shall sign and adhere to the provisions of the "Contractor Acknowledgement and Confidentiality Agreement", Exhibit G1, "Contractor Employee Acknowledgement and Confidentiality Agreement", Exhibit G2, and Contractor Non-Employee Acknowledgement and Confidentiality Agreement", Exhibit G3.

7.7 Medical Screening

- 7.7.1 Contractor personnel assigned to work at a County Facility shall undergo and pass, to the satisfaction of County, a medical examination as a condition of beginning and continuing to work under this Contract. In addition, all personnel shall be examined by a physician licensed to practice within the United States on an annual basis. Contractor shall provide County, upon request, with evidence that each person is free of infectious disease(s) and has received a chest x-ray and/or annual Tuberculosis skin test, a rubella, rubeola, and mumps; and varicella antibody titer demonstrating immunity and/or vaccination, and been offered a Hepatitis B antibody titer demonstrating immunity and/or vaccination. If such an examination is conducted by a nurse practitioner or a physician assistant, such evidence shall be countersigned by a supervising physician licensed to practice within the United States. In those instances where persons have no demonstrated immunity, and have refused vaccination, a waiver to that effect must be on file and provided upon County's request.
- 7.7.2 Contractor personnel shall undergo and pass a medical re-evaluation upon return to work from extended sick leave of 30 or more consecutive working days.
- 7.7.3 The cost associated with obtaining the pre-employment, return to work and annual medical examination shall be at the sole expense of the Contractor, regardless of whether the Contractor's staff passes or fails the medical exam. County, or a contractor of County, will perform the medical examination at one of its facilities and County will bill Contractor for the cost or deduct such amount from funds owed by County to Contractor.

7.7.4 All Contractor personnel shall undergo and pass a fit test which is required for all Contractor employees under the California Code of Regulations, Title 8, Section 5144-“Respiratory Protection” who are required to wear either a positive or negative pressure tight-fitting face piece respirator. A fit test must be given to ensure proper fit and must be performed prior to initial use, whenever a different tight-fitting face piece (size, type, make, model, etc.) is worn and at least annually thereafter.

7.8 Staff Performance Under The Influence

Contractor shall not knowingly permit any employee to perform services under this Contract while under the influence of any alcoholic beverage, medication, narcotic, or other substance which might impair their physical or mental performance.

7.9 Mandatory Personnel Monitoring Reports

Contractor shall maintain documentation demonstrating its staff is in full compliance with all DHS and Facility orientation and annual re-orientation trainings, health screenings, background checks, performance evaluations, policies and procedures. Contractor shall provide the Facility Project Monitor with a semi-annual report in the same or substantially similar format as (Exhibit M, Universal Personnel Monitoring Tool) to demonstrate compliance by each Contractor employee. The Facility Project Manager, Facility Project Monitor or other authorized County personnel shall monitor and/or audit and re-audit Contractor's compliance with personnel monitoring at any time during the term of this Contract.

8.0 STANDARD TERMS AND CONDITIONS

8.1 AMENDMENTS

8.1.1 For any change which affects the scope of work, deletion of a Facility, reduction in payments, commencement of

services at each Facility or granting of a COLA in accordance with subparagraph 5.6, an Amendment shall be prepared by the County and then executed by the Contractor and by the Director, or designee.

8.1.2 The County's Board of Supervisors or Chief Executive Officer or designee may require the addition and/or change of certain terms and conditions in the Contract during the term of this Contract. The County reserves the right to add and/or change such provisions as required by the County's Board of Supervisors or Chief Executive Officer. To implement such changes, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.1.3 Notwithstanding subparagraph 8.1.1, Director or designee, may at their sole discretion, authorize extensions of time as defined in Paragraph 4.0 - Term of Contract. The Contractor agrees that such extensions of time shall not change any other term or condition of this Contract during the period of such extensions. To implement an extension of time, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.1.4 Notwithstanding subparagraph 8.1.1, the Director, or designee, may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. To implement the use of the Unscheduled Work Fund, an Amendment to the Contract shall be prepared by the County and then executed by the Contractor and by the Director or designee.

8.2 ASSIGNMENT AND DELEGATION

8.2.1 The Contractor shall not assign its rights or delegate its

duties under this Contract, or both, whether in whole or in part, without the prior written consent of County, in its sole discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this subparagraph, County consent shall require a written amendment to the Contract, which is formally approved and executed by the parties. Any payments by the County to any approved delegate or assignee on any claim under this Contract shall be deductible, at County's sole discretion, against the claims, which the Contractor may have against the County.

8.2.2 Shareholders, partners, members, or other equity holders of Contractor may transfer, sell, exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange, assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Contract, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Contract.

8.2.3 Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without County's express prior written approval, shall be a material breach of the Contract which may result in the termination of this Contract. In the event of such termination, County shall

be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

8.3 AUTHORIZATION WARRANTY

The Contractor represents and warrants that the person executing this Contract for the Contractor is an authorized agent who has actual authority to bind the Contractor to each and every term, condition, and obligation of this Contract and that all requirements of the Contractor have been fulfilled to provide such actual authority.

8.4 BUDGET REDUCTIONS

In the event that the County's Board of Supervisors adopts, in any fiscal year, a County Budget which provides for reductions in the salaries and benefits paid to the majority of County employees and imposes similar reductions with respect to County Contracts, the County reserves the right to reduce its payment obligation under this Contract correspondingly for that fiscal year and any subsequent fiscal year during the term of this Contract (including any extensions), and the services to be provided by the Contractor under this Contract shall also be reduced correspondingly. The County's notice to the Contractor regarding said reduction in payment obligation shall be provided within thirty (30) calendar days of the Board's approval of such actions. Except as set forth in the preceding sentence, the Contractor shall continue to provide all of the services set forth in this Contract.

8.5 INTENTIONALLY OMITTED

8.6 COMPLAINTS

The Contractor shall develop, maintain and operate procedures for receiving, investigating and responding to complaints.

8.6.1 Within fifteen (15) business days after Contract effective date, the Contractor shall provide the County with the Contractor's policy for receiving, investigating and responding to user complaints.

- 8.6.2 The County will review the Contractor's policy and provide the Contractor with approval of said plan or with requested changes.
- 8.6.3 If the County requests changes in the Contractor's policy, the Contractor shall make such changes and resubmit the plan within five (5) business days for County approval.
- 8.6.4 If, at any time, the Contractor wishes to change the Contractor's policy, the Contractor shall submit proposed changes to the County for approval before implementation.
- 8.6.5 The Contractor shall preliminarily investigate all complaints and notify the Facility's Project Manager of the status of the investigation within five (5) business days of receiving the complaint.
- 8.6.6 When complaints cannot be resolved informally, a system of follow-through shall be instituted which adheres to formal plans for specific actions and strict time deadlines.
- 8.6.7 Copies of all written responses shall be sent to the Facility's Project Manager within three (3) business days of mailing to the complainant.

8.7 COMPLIANCE WITH APPLICABLE LAWS, RULES AND REGULATIONS

- 8.7.1 In the performance of this Contract, Contractor shall comply with all current and applicable Federal, State and local laws, rules, regulations, ordinances, directives, guidelines, policies and procedures, or any corrective action plans resulting from regulatory or accreditation surveys, including, but not limited to standards of The Joint Commission , its National Patient Safety Goals, regulations and guidelines promulgated by the Centers for Medicare and Medicaid Services, Centers for Disease Control and Prevention and the National Institutes of Health, California Code of

Regulations, Title 22, Division 5 regulations and all other applicable industry best practices standards. All provisions required thereby to be included in this Contract are incorporated herein by reference.

- 8.7.2 Contractor shall indemnify, defend, and hold harmless County, its officers, employees, and agents, from and against any and all claims, demands, damages, liabilities, losses, administrative penalties and fines assessed, costs, and expenses, including, without limitation, defense costs and legal, accounting and other expert, consulting or professional fees, arising from, connected with, or related to any failure by Contractor, its officers, employees, agents, or subcontractors, to comply with any such laws, rules, regulations, ordinances, directives, guidelines, policies, or procedures, as determined by County in its sole judgment. Any legal defense pursuant to Contractor's indemnification obligations under this Paragraph 8.7 shall be conducted by Contractor and performed by counsel selected by Contractor and approved by County. Notwithstanding the preceding sentence, County shall have the right to participate in any such defense at its sole cost and expense, except that in the event Contractor fails to provide County with a full and adequate defense, as determined by County in its sole judgment, County shall be entitled to retain its own counsel, including, without limitation, County Counsel, and reimbursement from Contractor for all such costs and expenses incurred by County in doing so. Contractor shall not have the right to enter into any settlement, agree to any injunction or other equitable relief, or make any admission, in each case, on behalf of County without County's prior written approval.

8.7.3 Facilities Rules and Regulations

During the time that Contractor's agents, employees, or subcontractors are at a Facility, Contractor and such persons shall be subject to the rules and regulations of that Facility. Facility's Administrator shall furnish a copy of rules and regulations to Contractor pertaining to the Facility prior to assigning personnel to the Facility, and, during the term of this Contract, shall furnish Contractor with any changes thereto as from time to time may be adopted. It is the responsibility of Contractor to acquaint all persons who may provide services hereunder with such rules and regulations. Contractor agrees to immediately and permanently withdraw any of its employees or subcontractors from the provision of services hereunder upon receipt of written notice from the Director that: (1) such employee or subcontractor has violated such rules or regulations, or (2) such employee's or subcontractor's actions while on County premises, indicate that such employee or subcontractor's actions while on County premises, indicate that such employee or subcontractor may adversely affect the delivery of health care services to County patients. The Director must submit, with such notice, a written statement of the facts supporting any such alleged violation or action.

8.8 COMPLIANCE WITH CIVIL RIGHTS LAWS- ANTIDISCRIMINATION AND AFFIRMATIVE ACTION LAWS

8.8.1 The Contractor hereby assures that it will comply with Subchapter VI of the Civil Rights Act of 1964, 42 USC Sections 2000 (e) (1) through 2000 (e) (17); the Fair Employment & Housing Act, Government Code Section 12920-12922; and Affirmative Action in County Contracts,

Chapter 4.32 of the Los Angeles County Code to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.

- 8.8.2 The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and shall be treated equally without regard to or because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations.
- 8.8.3 The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, in compliance with all applicable Federal and State antidiscrimination laws and regulations. Such action shall include, but is not limited to: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- 8.8.4 The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or

because of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation.

- 8.8.5 The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies shall comply with all applicable Federal and State laws and regulations to the end that no person shall, on the grounds of race, color, religious creed, ancestry, national origin, sex, sexual orientation, age, physical or mental disability, medical condition, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.
- 8.8.6 The Contractor shall allow County representatives access to the Contractor's employment records during regular business hours to verify compliance with the provisions of this subparagraph 8.8 when so requested by the County.
- 8.8.7 If the County finds that any provisions of this subparagraph 8.8 have been violated, such violation shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the antidiscrimination provisions of this Contract have been violated, in addition, a determination by the California Fair Employment Practices Commission or the Federal Equal Employment Opportunity Commission that the Contractor has violated Federal or State antidiscrimination laws or regulations shall constitute a finding by the County that the

Contractor has violated the antidiscrimination provisions of this Contract.

8.8.8 The parties agree that in the event the Contractor violates any of the antidiscrimination provisions of this Contract, the County shall, at its sole option, be entitled to the sum of Five Hundred Dollars (\$500) for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.

8.8.9 **Antidiscrimination in Services:** Contractor shall not discriminate in the provision of services hereunder because of race, color, religious creed, national origin, ethnic group identification, ancestry, age, sex, sexual orientation, medical condition, marital status, political affiliation, or physical or mental disability in accordance with requirements of Federal and State laws. For the purpose of this subparagraph, discrimination in the provision of services may include, but is not limited to, the following: Denying any person any service or benefit or the availability of a facility; providing any service or benefit to a person which is not equivalent or is provided in a non-equivalent manner or at a non-equivalent time, from that provided to others; subjecting any person to segregation or separate treatment in any manner related to the receipt of any service; restricting any person in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or benefit; and treating any person differently from others in determining admission, enrollment quota, eligibility, membership, or any other requirements or conditions which persons must meet in order to be provided any service or benefit. Contractor shall take affirmative action to ensure that intended beneficiaries of this Contract are provided services without

regard to race, color, religious creed, national origin, ethnic group identification, ancestry, sex, sexual orientation, age, medical condition, marital status, political affiliation, physical or mental disability.

8.8.10 The Contractor shall certify to, and comply with, the provisions of Exhibit D - Contractor's EEO Certification.

8.9 COMPLIANCE WITH THE COUNTY'S JURY SERVICE PROGRAM

8.9.1 Jury Service Program:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code, a copy of which is attached as Exhibit H and incorporated by reference into and made a part of this Contract.

8.9.2 Written Employee Jury Service Policy.

1. Unless the Contractor has demonstrated to the County's satisfaction either that the Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that the Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), the Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this subparagraph, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full-time employee of the Contractor. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If the Contractor uses any Subcontractor to perform services for the County under the Contract, the Subcontractor shall also be subject to the provisions of this subparagraph. The provisions of this subparagraph shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.
3. If the Contractor is not required to comply with the Jury Service Program when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and the Contractor shall immediately notify the County if the Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if the Contractor no longer qualifies for

an exception to the Jury Service Program. In either event, the Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate, to the County's satisfaction that the Contractor either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that the Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this subparagraph of the Contract may constitute a material breach of the Contract. In the event of such material breach, County may, in its sole discretion, terminate the Contract and/or bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

8.10 CONFLICT OF INTEREST

8.10.1 No County employee whose position with the County enables such employee to influence the award of this Contract or any competing Contract, and no spouse or economic dependent of such employee, shall be employed in any capacity by the Contractor or have any other direct or indirect financial interest in this Contract. No officer or employee of the Contractor who may financially benefit from the performance of work hereunder shall in any way participate in the County's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence the County's approval or ongoing evaluation of such work.

8.10.2 The Contractor shall comply with all conflict of interest laws, ordinances, and regulations now in effect or hereafter

to be enacted during the term of this Contract. The Contractor warrants that it is not now aware of any facts that create a conflict of interest. If the Contractor hereafter becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the County. Full written disclosure shall include, but is not limited to, identification of all persons implicated and a complete description of all relevant circumstances. Failure to comply with the provisions of this subparagraph shall be a material breach of this Contract.

**8.11 CONSIDERATION OF HIRING COUNTY EMPLOYEES
TARGETED FOR LAYOFF/OR RE-EMPLOYMENT LIST**

Should the Contractor require additional or replacement personnel after the effective date of this Contract to perform the services set forth herein, the Contractor shall give first consideration for such employment openings to qualified, permanent County employees who are targeted for layoff or qualified, former County employees who are on a re-employment list during the life of this Contract.

**8.12 CONSIDERATION OF HIRING GAIN/GROW PROGRAM
PARTICIPANTS**

8.12.1 Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor shall give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet the Contractor's minimum qualifications for the open position. For this purpose, consideration shall mean that the Contractor will interview qualified candidates. The County

will refer GAIN/GROW participants by job category to the Contractor.

- 8.12.2 In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

8.13 CONTRACTOR RESPONSIBILITY AND DEBARMENT

8.13.1 Responsible Contractor

A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible Contractors.

8.13.2 Chapter 2.202 of the County Code

The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the Contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the Contract, debar the Contractor from bidding or proposing on, or being awarded, and/or performing work on County contracts for a specified period of time, which generally will not exceed five years but may exceed five years or be permanent if warranted by the circumstances, and terminate any or all existing Contracts the Contractor may have with the County.

8.13.3 Non-responsible Contractor

The County may debar a Contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated a term of a contract with the County or a nonprofit corporation created by the County, (2) committed an act or omission which negatively

reflects on the Contractor's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

8.13.4 Contractor Hearing Board

1. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.
2. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the Contractor should be debarred, and, if so, the appropriate length of time of the debarment. The Contractor and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
3. After consideration of any objections, or if no objections are submitted, a record of the hearing, the proposed decision, and any other recommendation of the

Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

4. If a Contractor has been debarred for a period longer than five (5) years, that Contractor may after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the Contractor has adequately demonstrated one or more of the following: (1) elimination of the grounds for which the debarment was imposed; (2) a bona fide change in ownership or management; (3) material evidence discovered after debarment was imposed; or (4) any other reason that is in the best interests of the County.
5. The Contractor Hearing Board will consider a request for review of a debarment determination only where (1) the Contractor has been debarred for a period longer than five (5) years; (2) the debarment has been in effect for at least five (5) years; and (3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the

proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.

6. The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

8.13.5 Subcontractors of Contractor

These terms shall also apply to subcontractors of County Contractors.

8.14 CONTRACTOR'S ACKNOWLEDGEMENT OF COUNTY'S COMMITMENT TO THE SAFELY SURRENDERED BABY LAW

The Contractor acknowledges that the County places a high priority on the implementation of the Safely Surrendered Baby Law. The Contractor understands that it is the County's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at the Contractor's place of business. The Contractor will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply the Contractor with the poster to be used. Information on how to receive the poster can be found on the Internet at www.babysafela.org.

8.15 INTENTIONALLY OMITTED

8.16 CONTRACTOR'S WARRANTY OF ADHERENCE TO COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

8.16.1 The Contractor acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through Contract are in compliance with their court-ordered child, family and spousal support obligations in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

8.16.2 As required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting the Contractor's duty under this Contract to comply with all applicable provisions of law, the Contractor warrants that it is now in compliance and shall during the term of this Contract maintain in compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 USC Section 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement all lawfully served Wage and Earnings Withholding Orders or Child Support Services Department Notices of Wage and Earnings Assignment for Child, Family or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b).

8.17 CONTRACTOR'S WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

8.17.1 Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and

unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

- 8.17.2 Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with Los Angeles Code Chapter 2.206.

8.18 COUNTY'S QUALITY ASSURANCE PLAN

The County or its agent will evaluate the Contractor's performance under this Contract on not less than an annual basis. Such evaluation will include assessing the Contractor's compliance with all Contract terms and conditions and performance standards. Contractor deficiencies which the County determines are severe or continuing and that may place performance of the Contract in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and the Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate this Contract or impose other penalties as specified in this Contract.

8.19 DAMAGE TO COUNTY FACILITIES, BUILDINGS OR GROUNDS

- 8.19.1 The Contractor shall repair, or cause to be repaired, at its own cost, any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of the Contractor. Such repairs shall be made immediately after the Contractor has become aware of such damage, but in no event later than thirty (30) days after the occurrence.
- 8.19.2 If the Contractor fails to make timely repairs, County may make any necessary repairs. All costs incurred by County,

as determined by County, for such repairs shall be repaid by the Contractor by cash payment upon demand.

- 8.19.3 County reserves the unilateral right to make any repairs which Director determines, in his sole discretion, to be a public safety issue requiring immediate repair. County will bill Contractor for the cost of said repair or deduct said cost from any outstanding amounts owed by County to Contractor.

8.20 EMPLOYMENT ELIGIBILITY VERIFICATION

- 8.20.1 The Contractor warrants that it fully complies with all Federal and State statutes and regulations regarding the employment of aliens and others and that all its employees performing work under this Contract meet the citizenship or alien status requirements set forth in Federal and State statutes and regulations. The Contractor shall obtain, from all employees performing work hereunder, all verification and other documentation of employment eligibility status required by Federal and State statutes and regulations including, but not limited to, the Immigration Reform and Control Act of 1986, (P.L. 99-603), or as they currently exist and as they may be hereafter amended. The Contractor shall retain all such documentation for all covered employees for the period prescribed by law.
- 8.20.2 The Contractor shall indemnify, defend, and hold harmless, the County, its agents, officers, and employees from employer sanctions and any other liability which may be assessed against the Contractor or the County or both in connection with any alleged violation of any Federal or State statutes or regulations pertaining to the eligibility for employment of any persons performing work under this Contract.

8.21 FACSIMILE REPRESENTATIONS

The County and the Contractor hereby agree to regard facsimile representations of original signatures of authorized officers of each party, when appearing in appropriate places on the Amendments prepared pursuant to subparagraph 8.1, and received via communications facilities, as legally sufficient evidence that such original signatures have been affixed to Amendments to this Contract, such that the parties need not follow up facsimile transmissions of such documents with subsequent (non-facsimile) transmission of “original” versions of such documents.

8.22 FAIR LABOR STANDARDS

The Contractor shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

8.23 INTENTIONALLY OMITTED

8.24 CONTRACTOR PERFORMANCE DURING CIVIL UNREST OF DISASTER

The Contractor recognizes that health care Facilities maintained by County provide care essential to the residents of the communities they serve, and that these services are of particular importance at the time of a riot, insurrection, civil unrest, natural disaster, or similar event. Notwithstanding any other provision of this contract, full performance by Contractor during any riot, insurrection, civil unrest, natural disaster or similar event is not excused if such performance remains physically possible. Failure to comply with

this requirement shall be considered a material breach by Contractor for which County may immediately terminate this Contract.

8.25 GOVERNING LAW, JURISDICTION, AND VENUE

This Contract shall be governed by, and construed in accordance with, the laws of the State of California. The Contractor agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Contract and further agrees and consents that venue of any action brought hereunder shall be exclusively in the County of Los Angeles.

8.26 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

The County is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Under this Agreement, the Contractor provides services to the County and the Contractor receives, has access to, and/or creates Protected Health Information as defined in Exhibit N in order to provide those services. The County and the Contractor therefore agree to the terms of Exhibit N, Contractor's Obligations as a "Business Associate" Under the Health Insurance Portability and Accountability Act of 1996 and the Health Information Technology for Economic and Clinical Health Act (Business Associate Agreement).

8.27 INDEPENDENT CONTRACTOR STATUS

8.27.1 This Contract is by and between the County and the Contractor and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association, as between the County and the Contractor. The employees and agents of one party shall not be, or be construed to be, the employees or agents of the other party for any purpose whatsoever.

8.27.2 The Contractor shall be solely liable and responsible for

providing to, or on behalf of, all persons performing work pursuant to this Contract all compensation and benefits. The County shall have no liability or responsibility for the payment of any salaries, wages, unemployment benefits, disability benefits, Federal, State, or local taxes, or other compensation, benefits, or taxes for any personnel provided by or on behalf of the Contractor.

8.27.3 The Contractor understands and agrees that all persons performing work pursuant to this Contract are, for purposes of Workers' Compensation liability, solely employees of the Contractor and not employees of the County. The Contractor shall be solely liable and responsible for furnishing any and all Workers' Compensation benefits to any person as a result of any injuries arising from or connected with any work performed by or on behalf of the Contractor pursuant to this Contract.

8.27.4 The Contractor shall adhere to the provisions stated in subparagraph 7.6 - Confidentiality.

8.28 INDEMNIFICATION

The Contractor shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), administrative penalties and fines, arising from or connected with the Contractor's acts and/or omissions arising from and/or relating to this Contract.

8.29 GENERAL PROVISIONS FOR ALL INSURANCE COVERAGE

Without limiting Contractor's indemnification of County, and in the performance of this Contract and until all of its obligations pursuant to this Contract have been met, Contractor shall provide and

maintain at its own expense insurance coverage satisfying the requirements specified in Sections 8.29 and 8.30 of this Contract. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Contractor pursuant to this Contract. The County in no way warrants that the Required Insurance is sufficient to protect the Contractor for liabilities which may arise from or relate to this Contract.

8.29.1 Evidence of Coverage and Notice to County

- Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) has been given Insured status under the Contractor's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Contract.
- Renewal Certificates shall be provided to County not less than 10 days prior to Contractor's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Contractor and/or Subcontractor insurance policies at any time.
- Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Contract by name or number, and be signed by an authorized representative of the insurer(s). The Insured party named on the Certificate shall match the name of the Contractor identified as the contracting party in this Contract. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification

number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand (\$50,000.00) dollars, and list any County required endorsement forms.

- Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Contractor, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

Certificates and copies of any required endorsements shall be sent to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street, 6E
Los Angeles, CA 90012
Attention: Director
Contract Administration & Monitoring
And

County of Los Angeles
Department of Health Services
Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022

Contractor also shall promptly report to County any injury or property damage accident or incident, including any injury to a Contractor employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Contractor. Contractor also shall promptly notify County of any third party claim or suit filed against Contractor or any of its subcontractors which arises from or

relates to this Contract, and could result in the filing of a claim or lawsuit against Contractor and/or County.

8.29.2 Additional Insured Status and Scope of Coverage

The County of Los Angeles, its Special Districts, Elected Officials, Officers, Agents, Employees and Volunteers (collectively County and its Agents) shall be provided additional insured status under Contractor's General Liability policy with respect to liability arising out of Contractor's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

8.29.3 Cancellation of Insurance

Except in the case of cancellation for non-payment of premium, Contractor's insurance policies shall provide, and Certificates shall specify, that County shall receive not less than thirty (30) days advance written notice by mail of any cancellation of the Required Insurance. Ten (10) days prior notice may be given to County in event of cancellation for non-payment of premium.

8.29.4 Failure to Maintain Insurance

Contractor's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall

constitute a material breach of the Contract, upon which County immediately may withhold payments due to Contractor, and/or suspend or terminate this Contract. County, at its sole discretion, may obtain damages from Contractor resulting from said breach.

8.29.5 Insurer Financial Ratings

Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

8.29.6 Contractor's Insurance Shall Be Primary

Contractor's insurance policies, with respect to any claims related to this Contract, shall be primary with respect to all other sources of coverage available to Contractor. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Contractor coverage.

8.29.7 Waivers of Subrogation

To the fullest extent permitted by law, the Contractor hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Contract. The Contractor shall require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

8.29.8 Subcontractor Insurance Coverage Requirements

Contractor shall include all subcontractors as insureds under Contractor's own policies, or shall provide County with each subcontractor's separate evidence of insurance coverage. Contractor shall be responsible for verifying each subcontractor complies with the Required Insurance provisions herein, and shall require that each

Subcontractor name the County and Contractor as additional insureds on the Subcontractor's General Liability policy. Contractor shall obtain County's prior review and approval of any Subcontractor request for modification of the Required Insurance.

8.29.9 Deductibles and Self-Insured Retentions (SIRs)

Contractor's policies shall not obligate the County to pay any portion of any Contractor deductible or SIR. The County retains the right to require Contractor to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Contractor's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

8.29.10 Claims Made Coverage

If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Contract. Contractor understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Contract expiration, termination or cancellation.

8.29.11 Application of Excess Liability Coverage

Contractors may use a combination of primary, and excess insurance policies which provide coverage as broad as ("follow form" over) the underlying primary policies, to satisfy the Required Insurance provisions.

8.29.12 Separation of Insureds

All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services

Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

8.29.13 Alternative Risk Financing Programs

The County reserves the right to review, and then approve, Contractor use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

8.29.14 County Review and Approval of Insurance Requirements

The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

8.30 INSURANCE COVERAGE

8.30.1 Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$2 million
Products/Completed Operations Aggregate:	\$1 million
Personal and Advertising Injury:	\$1 million
Each Occurrence:	\$1 million

8.30.2 Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

8.30.3 Workers Compensation and Employers' Liability

insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

8.30.4 Sexual Misconduct Liability

Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than \$2 million per claim and \$2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature.

8.31 LICENSES, PERMITS, REGISTRATIONS, AND CERTIFICATES

Contractor shall obtain and maintain in effect during the term of this Contract, all valid licenses, permits, registrations, and certificates required by law which are applicable to its performance of this Contract, and shall ensure that all of its officers, employees, and

agents who perform services hereunder obtain and maintain in effect during the term of this Contract, all licenses, permits, registrations, and certificates required by law which are applicable to their performance of services hereunder.

8.32 LIQUIDATED DAMAGES

8.32.1 If, in the judgment of the Director, or designee, the Contractor is deemed to be non-compliant with the terms and obligations assumed hereby, the Director, or designee, at their option, in addition to, or in lieu of, other remedies provided herein, may withhold the entire monthly payment or deduct pro rata from the Contractor's invoice for work not performed. A description of the work not performed and the amount to be withheld or deducted from payments to the Contractor from the County, will be forwarded to the Contractor by the Director, or designee, in a written notice describing the reasons for said action.

8.32.2 If the Director, or designee, determines that there are deficiencies in the performance of this Contract that the Director, or designee, deems are correctable by the Contractor over a certain time span, the Director, or designee, will provide a written notice to the Contractor to correct the deficiency within specified time frames. Should the Contractor fail to correct deficiencies within said time frame, the Director, or designee, may: (a) Deduct from the Contractor's payment, pro rata, those applicable portions of the Monthly Contract Sum; and/or (b) Deduct liquidated damages. The parties agree that it will be impracticable or extremely difficult to fix the extent of actual damages resulting from the failure of the Contractor to correct a deficiency within the specified time frame. The parties hereby agree that under the current circumstances a

reasonable estimate of such damages is One Hundred Dollars (\$100) per Facility, per day, per infraction, or as specified in the Performance Requirements Summary (PRS) Chart, as defined in Appendix C, Technical Exhibit 24, hereunder, and that the Contractor shall be liable to the County for liquidated damages in said amount. Said amount shall be deducted from the County's payment to the Contractor; and/or (c) Upon giving five (5) days notice to the Contractor for failure to correct the deficiencies, the County may correct any and all deficiencies and the total costs incurred by the County for completion of the work by an alternate source, whether it be County personnel or private contractor, will be deducted and forfeited from the payment to the Contractor from the County, as determined by the County.

8.32.3 The action noted in subparagraph 8.32.2 shall not be construed as a penalty, but as adjustment of payment to the Contractor to recover the County cost due to the failure of the Contractor to complete or comply with the provisions of this Contract.

8.32.4 This subparagraph shall not, in any manner, restrict or limit the County's right to damages for any breach of this Contract provided by law or as specified in the PRS or subparagraph 8.32.2, and shall not, in any manner, restrict or limit the County's right to terminate this Contract as agreed to herein.

8.33 MOST FAVORED PUBLIC ENTITY

If the Contractor's prices decline, or should the Contractor at any time during the term of this Contract provide the same goods or services under similar quantity and delivery conditions to the State of California or any county, municipality, or district of the State at prices

below those set forth in this Contract, then such lower prices shall be immediately extended to the County.

8.34 NON EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Contractor. This Contract shall not restrict the Department of Health Services from acquiring similar, equal or like goods and/or services from other entities or sources.

8.35 NOTICE OF DELAYS

Except as otherwise provided under this Contract, when either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, that party shall, within one (1) business day, give notice thereof, including all relevant information with respect thereto, to the other party.

8.36 NOTICE OF DISPUTES

Contractor and County agree to act promptly and diligently to mutually resolve any disputes which may arise with respect to this Agreement. County and Contractor agree that, the existence and details of a dispute, notwithstanding, both parties shall continue without delay their performance under this Agreement.

In the event of a dispute, Contractor or County shall bring it to the attention of the Contractors Project Manager and the Facility's Project Manager for the purpose of endeavoring to resolve such dispute.

In the event that the Contractor's Project Manager and the Facilities Project Manager area unable to resolve the dispute with a reasonable time not to exceed five (5) business days, then the matter shall be submitted to the Contractor Project Director and the Facility to resolve.

In the event that the Contractor's Project Director and the Facility (ies) are unable to resolve the dispute with a reasonable time not to

exceed ten (10) business days, then the matter shall be submitted to the Director and Contractor to resolve.

In the event that the Director and Contractor are unable to resolve the dispute, then each party may assert its other rights and remedies provided under this Contract and/or its rights and remedies are provided by law.

8.37 NOTICE TO EMPLOYEES REGARDING THE FEDERAL EARNED INCOME CREDIT

The Contractor shall notify its employees, and shall require each Subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice No. 1015.

8.38 NOTICE TO EMPLOYEES REGARDING THE SAFELY SURRENDERED BABY LAW

The Contractor shall notify and provide to its employees, and shall require each Subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is set forth in Exhibit I of this Contract and is also available on the Internet at www.babysafela.org for printing purposes.

8.39 NOTICES

All notices or demands required or permitted to be given or made under this Contract shall be in writing and shall be hand delivered with signed receipt or mailed by first-class registered or certified mail, postage prepaid, addressed to the parties as identified in Exhibits E - County's Administration and F - Contractor's Administration. Addresses may be changed by either party giving ten (10) days' prior written notice thereof to the other party. The (Director, or designee)

shall have the authority to issue all notices or demands required or permitted by the County under this Contract.

8.40 PROHIBITION AGAINST INDUCEMENT OR PERSUASION

Notwithstanding the above, the Contractor and the County agree that, during the term of this Contract and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

8.41 PUBLIC RECORDS ACT

8.41.1 Any documents submitted by the Contractor; all information obtained in connection with the County's right to audit and inspect the Contractor's documents, books, and accounting records pursuant to subparagraph 8.43 - Record Retention and Inspection/Audit Settlement of this Contract; as well as those documents which were required to be submitted in response to the Request for Proposals (RFP) used in the solicitation process for this Contract, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret", "confidential", or "proprietary". The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order issued by a court of competent jurisdiction.

8.41.2 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of

a proposal marked “trade secret”, “confidential”, or “proprietary”, the Contractor agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney’s fees, in action or liability arising under the Public Records Act.

8.42 PUBLICITY

8.42.1 The Contractor shall not disclose any details in connection with this Contract to any person or entity except as may be otherwise provided hereunder or required by law. However, in recognizing the Contractor’s need to identify its services and related clients to sustain itself, the County shall not inhibit the Contractor from publishing its role under this Contract within the following conditions:

- The Contractor shall develop all publicity material in a professional manner; and
- During the term of this Contract, the Contractor shall not, and shall not authorize another to, publish or disseminate any commercial advertisements, press releases, feature articles, or other materials using the name of the County without the prior written consent of the County. The County shall not unreasonably withhold written consent.

8.42.2 The Contractor may, without the prior written consent of County, indicate in its proposals and sales materials that it has been awarded this Contract with the County of Los Angeles, provided that the requirements of this subparagraph 8.42 shall apply.

8.43 RECORD RETENTION AND INSPECTION/AUDIT SETTLEMENT

8.43.1 The Contractor shall maintain, and provide upon request by County, accurate and complete financial records of its activities and operations relating to this Contract in

accordance with generally accepted accounting principles. The Contractor shall maintain accurate and complete financial records of its activities and operations relating to this Contract in accordance with generally accepted accounting principles. The Contractor shall also maintain accurate and complete employment and other records relating to its performance of this Contract.

8.43.2 The Contractor agrees that the County, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Contract. All such material, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such material prior to such time. All such material shall be maintained by the Contractor at a location in Los Angeles County, provided that if any such material is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such material at such other location.

8.43.3 In the event that an audit of the Contractor is conducted specifically regarding this Contract by any Federal or State auditor, or by any auditor or accountant employed by the Contractor or otherwise, then the Contractor shall file a copy

of such audit report, including Statement of Auditing Standards No. 70 Type 2 Reports, with the County's Auditor-Controller within thirty (30) days of the Contractor's receipt thereof, unless otherwise provided by applicable Federal or State law or under this Contract. Subject to applicable law, the County shall make a reasonable effort to maintain the confidentiality of such audit report(s).

8.43.4 Failure on the part of the Contractor to comply with any of the provisions of this subparagraph 8.43 shall constitute a material breach of this Contract upon which the County may terminate or suspend this Contract.

8.43.5 If, at any time during the term of this Contract or within five (5) years after the expiration or termination of this Contract, representatives of the County conduct an audit of the Contractor regarding the work performed under this Contract, and if such audit finds that the County's dollar liability for any such work is less than payments made by the County to the Contractor, then the difference shall be either: a) repaid by the Contractor to the County by cash payment upon demand or b) at the sole option of the County's Auditor-Controller, deducted from any amounts due to the Contractor from the County, whether under this Contract or otherwise. If such audit finds that the County's dollar liability for such work is more than the payments made by the County to the Contractor, then the difference shall be paid to the Contractor by the County by cash payment, provided that in no event shall the County's maximum obligation for this Contract exceed the funds appropriated by the County for the purpose of this Contract.

8.43.6 In addition to the above, the Contractor agrees, should the County or its authorized representatives determine, in the

County's sole discretion, that it is necessary or appropriate to review a broader scope of the Contractor's records (including, certain records related to non-County contracts) to enable the County to evaluate the Contractor's compliance with the County's Living Wage Program, that the Contractor shall promptly and without delay provide to the County, upon the written request of the County or its authorized representatives, access to and the right to examine, audit, excerpt, copy, or transcribe any and all transactions, activities, or records relating to any of its employees who have provided services to the County under this Contract, including without limitation, records relating to work performed by said employees on the Contractor's non-County contracts. The Contractor further acknowledges that the foregoing requirement in this subparagraph relative to Contractor's employees who have provided services to the County under this Contract is for the purpose of enabling the County in its discretion to verify the Contractor's full compliance with and adherence to California labor laws and the County's Living Wage Program. All such materials and information, including, but not limited to, all financial records, bank statements, cancelled checks or other proof of payment, timecards, sign-in/sign-out sheets and other time and employment records, and proprietary data and information, shall be kept and maintained by the Contractor and shall be made available to the County during the term of this Contract and for a period of five (5) years thereafter unless the County's written permission is given to dispose of any such materials and information prior to such time. All such materials and information shall be maintained by the Contractor at a location in Los Angeles County, provided

that if any such materials and information is located outside Los Angeles County, then, at the County's option, the Contractor shall pay the County for travel, per diem, and other costs incurred by the County to examine, audit, excerpt, copy, or transcribe such materials and information at such other location.

8.44 RECYCLED BOND PAPER

Consistent with the Board of Supervisors' policy to reduce the amount of solid waste deposited at the County landfills, the Contractor agrees to use recycled-content paper to the maximum extent possible on this Contract.

8.45 INTENTIONALLY OMITTED

8.46 SUBCONTRACTING

8.46.1 The requirements of this Contract may not be subcontracted by the Contractor **without the advance approval of the County**. Any attempt by the Contractor to subcontract without the prior consent of the County may be deemed a material breach of this Contract.

8.46.2 If the Contractor desires to subcontract, the Contractor shall provide the following information promptly at the County's request:

- A description of the work to be performed by the subcontractor;
- A draft copy of the proposed subcontract; and
- Other pertinent information and/or certifications requested by the County.

8.46.3 The Contractor shall indemnify and hold the County harmless with respect to the activities of each and every subcontractor in the same manner and to the same degree as if such Subcontractor(s) were the Contractor employees.

8.46.4 The Contractor shall remain fully responsible for all

performance required of it under this Contract, including those tasks and deliverables that the Contractor has determined to subcontract, notwithstanding the County's approval of the Contractor's proposed subcontract.

- 8.46.5 The County's consent to subcontract shall not waive the County's right to prior and continuing approval of any and all personnel, including subcontractor employees, providing services under this Contract. The Contractor is responsible to notify its subcontractors of this County right.
- 8.46.6 The Director or designee is authorized to act for and on behalf of the County with respect to approval of any subcontract and subcontractor employees. After approval of the subcontract by the County, Contractor shall forward a fully executed subcontract to the County for their files.
- 8.46.7 The Contractor shall be solely liable and responsible for all payments or other compensation to all subcontractors and their officers, employees, agents, and successors in interest arising through services performed hereunder, notwithstanding the County's consent to subcontract.
- 8.46.8 The Contractor shall obtain certificates of insurance, which establish that the subcontractor maintains all the programs of insurance required by the County from each approved Subcontractor. The Contractor shall ensure delivery of all such documents to:

County of Los Angeles
Department of Health Services
Contracts and Grants Division
313 N. Figueroa Street – 6E
Los Angeles, CA 90012
Attention: Director
Contract Administration & Monitoring
And
County of Los Angeles
Department of Health Services

Centralized Contract Monitoring Division
5555 Ferguson Drive, Suite 210
Commerce, California 90022

before any subcontractor employee may perform any work hereunder.

8.47 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S CHILD SUPPORT COMPLIANCE PROGRAM

Failure of the Contractor to maintain compliance with the requirements set forth in subparagraph 8.16 - Contractor's Warranty of Adherence to County's Child Support Compliance Program, shall constitute default under this Contract. Without limiting the rights and remedies available to the County under any other provision of this Contract, failure of the Contractor to cure such default within ninety (90) calendar days of written notice shall be grounds upon which the County may terminate this Contract pursuant to subparagraph 8.47 - Termination for Default and pursue debarment of the Contractor, pursuant to County Code Chapter 2.202.

8.48 TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM

Failure of Contractor to maintain compliance with the requirements set forth in Subparagraph 8.17 - Contractor's Warranty of Compliance with County's Defaulted Property Tax Reduction Program shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206.

8.49 TERMINATION FOR CONVENIENCE

8.49.1 This Contract may be terminated, in whole or in part, from time to time, when such action is deemed by the County, in its sole discretion, to be in its best interest. Termination of work hereunder shall be effected by notice of termination to the Contractor specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. The date upon which such termination becomes effective shall be no less than ten (10) days after the notice is sent.

8.49.2 After receipt of a notice of termination and except as otherwise directed by the County, the Contractor shall:

- Stop work under this Contract on the date and to the extent specified in such notice, and
- Complete performance of such part of the work as shall not have been terminated by such notice.

8.49.3 All material including books, records, documents, or other evidence bearing on the costs and expenses of the Contractor under this Contract shall be maintained by the Contractor in accordance with subparagraph 8.43, Record Retention and Inspection/Audit Settlement.

8.50 TERMINATION FOR DEFAULT

8.50.1 The County may, by written notice to the Contractor, terminate the whole or any part of this Contract, if, in the judgment of :

- Contractor has materially breached this Contract; or
- Contractor fails to timely provide and/or satisfactorily perform any task, deliverable, service, or other work required either under this Contract; or
- Contractor fails to demonstrate a high probability of timely fulfillment of performance requirements under this

Contract, or of any obligations of this Contract and in either case, fails to demonstrate convincing progress toward a cure within five (5) working days (or such longer period as the County may authorize in writing) after receipt of written notice from the County specifying such failure.

- 8.50.2 In the event that the County terminates this Contract in whole or in part as provided in subparagraph 8.50.1, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Contractor shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services. The Contractor shall continue the performance of this Contract to the extent not terminated under the provisions of this subparagraph.
- 8.50.3 Except with respect to defaults of any subcontractor, the Contractor shall not be liable for any such excess costs of the type identified in subparagraph 8.50.2 if its failure to perform this Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not limited to: acts of God or of the public enemy, acts of the County in either its sovereign or contractual capacity, acts of Federal or State governments in their sovereign capacities, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case, the failure to perform must be beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes

beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any such excess costs for failure to perform, unless the goods or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required performance schedule. As used in this subparagraph, the term "subcontractor(s)" means Subcontractor(s) at any tier.

8.50.4 If, after the County has given notice of termination under the provisions of this subparagraph 8.50, it is determined by the County that the Contractor was not in default under the provisions of this subparagraph 8.50, or that the default was excusable under the provisions of subparagraph 8.50.3, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to subparagraph 8.49 - Termination for Convenience.

8.50.5 The rights and remedies of the County provided in this subparagraph 8.50 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.51 TERMINATION FOR IMPROPER CONSIDERATION

8.51.1 The County may, by written notice to the Contractor, immediately terminate the right of the Contractor to proceed under this Contract if it is found that consideration, in any form, was offered or given by the Contractor, either directly or through an intermediary, to any County officer, employee, or agent with the intent of securing this Contract or securing favorable treatment with respect to the award, amendment, or extension of this Contract or the making of any determinations with respect to the Contractor's performance

pursuant to this Contract. In the event of such termination, the County shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of default by the Contractor.

8.51.2 The Contractor shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

8.51.3 Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

8.52 TERMINATION FOR INSOLVENCY

8.52.1 The County may terminate this Contract forthwith in the event of the occurrence of any of the following:

- Insolvency of the Contractor. The Contractor shall be deemed to be insolvent if it has ceased to pay its debts for at least sixty (60) days in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition has been filed under the Federal Bankruptcy Code and whether or not the Contractor is insolvent within the meaning of the Federal Bankruptcy Code;
- The filing of a voluntary or involuntary petition regarding the Contractor under the Federal Bankruptcy Code;
- The appointment of a Receiver or Trustee for the Contractor; or
- The execution by the Contractor of a general assignment for the benefit of creditors.

8.52.2 The rights and remedies of the County provided in this subparagraph 8.52 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.53 TERMINATION FOR NON-ADHERENCE OF COUNTY LOBBYIST ORDINANCE

The Contractor, and each County Lobbyist or County Lobbying firm as defined in County Code Section 2.160.010 retained by the Contractor, shall fully comply with the County's Lobbyist Ordinance, County Code Chapter 2.160. Failure on the part of the Contractor or any County Lobbyist or County Lobbying firm retained by the Contractor to fully comply with the County's Lobbyist Ordinance shall constitute a material breach of this Contract, upon which the County may in its sole discretion, immediately terminate or suspend this Contract.

8.54 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of this Contract, the County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County's Board of Supervisors appropriates funds for this Contract in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The County shall notify the Contractor in writing of any such non-allocation of funds at the earliest possible date.

8.55 UNLAWFUL SOLICITATION

Contractor shall inform all of its officers and employees performing services hereunder of the provisions of Article 9 of Chapter 4 of Division 3 (commencing with section 6150) of Business and Professions Code of the State of California (i.e. State Bar Act

provisions regarding unlawful solicitation as a runner or capper for attorneys) and shall take positive and affirmative steps in its performance hereunder to ensure that there is no violation of said provisions by its officers and employees. Contractor agrees to utilize the attorney referral service of all those bar associations within Los Angeles County that have such a service.

8.56 VALIDITY

If any provision of this Contract or the application thereof to any person or circumstance is held invalid, the remainder of this Contract and the application of such provision to other persons or circumstances shall not be affected thereby.

8.57 WAIVER

No waiver by the County of any breach of any provision of this Contract shall constitute a waiver of any other breach or of such provision. Failure of the County to enforce at any time, or from time to time, any provision of this Contract shall not be construed as a waiver thereof. The rights and remedies set forth in this subparagraph 8.54 shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

8.58 WARRANTY AGAINST CONTINGENT FEES

8.58.1 The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon any Contract or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

8.58.2 For breach of this warranty, the County shall have the right to terminate this Contract and, at its sole discretion, deduct from the Contract price or consideration, or otherwise

recover, the full amount of such commission, percentage, brokerage, or contingent fee.

8.59 GREEN INITIATIVES

8.59.1 Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits.

8.59.2 Contractor shall notify County’s Facility Project Manager of Contractor’s new green initiatives prior to the contract commencement.

9.0 UNIQUE TERMS AND CONDITIONS

9.1 COMPLIANCE WITH THE COUNTY’S LIVING WAGE PROGRAM

9.1.1 Living Wage Program

This Contract is subject to the provisions of the County’s ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, a copy of which is attached as Exhibit J and incorporated by reference into and made a part of this Contract.

9.1.2 Payment of Living Wage Rates

1. Unless the Contractor has demonstrated to the County’s satisfaction either that the Contractor is not an “Employer” as defined under the Program (Section 2.201.020 of the County Code) or that the Contractor qualifies for an exception to the Living Wage Program (Section 2.201.090 of the County Code), the Contractor shall pay its Employees no less than the applicable hourly living wage rate, as set forth immediately below, for the Employees’ services provided to the County, including, without limitation, "Travel Time" as defined

below at subsection 5 of this Subparagraph 9.1.2 under the Contract:

- a. Not less than \$11.84 per hour if, in addition to the per-hour wage, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents; or
 - b. Not less than \$9.64 per hour if, in addition to the per-hour wage, the Contractor contributes at least \$2.20 per hour towards the provision of bona fide health care benefits for its Employees and any dependents. The Contractor will be deemed to have contributed \$2.20 per hour towards the provision of bona fide health care benefits if the benefits are provided through the County Department of Health Services Community Health Plan. If, at any time during the Contract, the Contractor contributes less than \$2.20 per hour towards the provision of bona fide health care benefits, the Contractor shall be required to pay its Employees the higher hourly living wage rate.
2. For purposes of this subparagraph, "Contractor" includes any subcontractor engaged by the Contractor to perform services for the County under the Contract. If the Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall be subject to the provisions of this subparagraph. The provisions of this subparagraph shall be inserted into any such subcontract and a copy of the Living Wage Program shall be attached to the subcontract. "Employee" means any individual who is

an employee of the Contractor under the laws of California, and who is providing full-time services to the Contractor, some or all of which are provided to the County under the Contract. "Full-time" means a minimum of 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the County; however, fewer than 35 hours worked per week will not, in any event, be considered full-time.

3. If the Contractor is required to pay a living wage when the Contract commences, the Contractor shall continue to pay a living wage for the entire term of the Contract, including any option period.
4. If the Contractor is not required to pay a living wage when the Contract commences, the Contractor shall have a continuing obligation to review the applicability of its "exemption status" from the living wage requirement. The Contractor shall immediately notify the County if the Contractor at any time either comes within the Living Wage Program's definition of "Employer" or if the Contractor no longer qualifies for an exception to the Living Wage Program. In either event, the Contractor shall immediately be required to commence paying the living wage and shall be obligated to pay the living wage for the remaining term of the Contract, including any option period. The County may also require, at any time during the Contract and at its sole discretion, that the Contractor demonstrate to the County's satisfaction that the Contractor either continues to remain outside of the Living Wage Program's definition of "Employer" and/or

that the Contractor continues to qualify for an exception to the Living Wage Program. Unless the Contractor satisfies this requirement within the time frame permitted by the County, the Contractor shall immediately be required to pay the living wage for the remaining term of the Contract, including any option period.

5. For purposes of the Contractor's obligation to pay its Employees the applicable hourly living wage rate under this Contract, "Travel Time" shall have the following two meanings, as applicable: 1) With respect to travel by an Employee that is undertaken in connection with this Contract, Travel Time shall mean any period during which an Employee physically travels to or from a County facility if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time; and 2) With respect to travel by an Employee between County facilities that are subject to two different contracts between the Contractor and the County (of which both contracts are subject to the Living Wage Program), Travel Time shall mean any period during which an Employee physically travels to or from, or between such County facilities if the Contractor pays the Employee any amount for that time or if California law requires the Contractor to pay the Employee any amount for that time.

9.1.3 Contractor's Submittal of Certified Monitoring Reports

The Contractor shall submit to the County certified monitoring reports at a frequency instructed by the County.

The certified monitoring reports shall list all of the

Contractor's Employees during the reporting period. The certified monitoring reports shall also verify the number of hours worked, the hourly wage rate paid, and the amount paid by the Contractor for health benefits, if any, for each of its Employees. The certified monitoring reports shall also state the name and identification number of the Contractor's current health care benefits plan, and the Contractor's portion of the premiums paid as well as the portion paid by each Employee. All certified monitoring reports shall be submitted on forms provided by the County (Exhibit K, Monthly Certification for Applicable Health Benefit Payments and Exhibit L, Payroll Statement of Compliance), or other form approved by the County which contains the above information. The County reserves the right to request any additional information it may deem necessary. If the County requests additional information, the Contractor shall promptly provide such information. The Contractor, through one of its officers, shall certify under penalty of perjury that the information contained in each certified monitoring report is true and accurate.

9.1.4 Contractor's Ongoing Obligation to Report Labor Law/Payroll Violations and Claims

During the term of the Contract, if the Contractor becomes aware of any labor law/payroll violation or any complaint, investigation or proceeding ("claim") concerning any alleged labor law/payroll violation (including but not limited to any violation or claim pertaining to wages, hours and working conditions such as minimum wage, prevailing wage, living wage, the Fair Labor Standards Act, employment of minors, or unlawful employment discrimination), the Contractor shall immediately inform the

County of any pertinent facts known by the Contractor regarding same. This disclosure obligation is not limited to any labor law/payroll violation or claim arising out of the Contractor's contract with the County, but instead applies to any labor law/payroll violation or claim arising out of any of the Contractor's operations in California.

9.1.5 County Auditing of Contractor Records

Upon a minimum of twenty-four (24) hours' written notice, the County may audit, at the Contractor's place of business, any of the Contractor's records pertaining to the Contract, including all documents and information relating to the certified monitoring reports. The Contractor is required to maintain all such records in California until the expiration of four (4) years from the date of final payment under the Contract. Authorized agents of the County shall have access to all such records during normal business hours for the entire period that records are to be maintained.

9.1.6 Notifications to Employees

The Contractor shall place County-provided living wage posters at each of the Contractor's places of business and locations where the Contractor's Employees are working. The Contractor shall also distribute County-provided notices to each of its Employees at least once per year. The Contractor shall translate posters and handouts into Spanish and any other language spoken by a significant number of Employees.

9.1.7 Enforcement and Remedies

If the Contractor fails to comply with the requirements of this subparagraph, the County shall have the rights and

remedies described in this subparagraph in addition to any rights and remedies provided by law or equity.

1. Remedies For Submission of Late or Incomplete Certified Monitoring Reports. If the Contractor submits a certified monitoring report to the County after the date it is due or if the report submitted does not contain all of the required information or is inaccurate or is not properly certified, any such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

a. Withholding of Payment. If the Contractor fails to submit accurate, complete, timely and properly certified monitoring reports, the County may withhold from payment to the Contractor up to the full amount of any invoice that would otherwise be due, until the Contractor has satisfied the concerns of the County, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to submit an accurate, complete, timely and properly certified monitoring report will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a

penalty or forfeiture for the Contractor's breach. Therefore, in the event that a certified monitoring report is deficient, including but not limited to being late, inaccurate, incomplete or uncertified, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages in the amount of \$100 per monitoring report for each day until the County has been provided with a properly prepared, complete and certified monitoring report. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.

- c. Termination. The Contractor's continued failure to submit accurate, complete, timely and properly certified monitoring reports may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

- 2. Remedies for Payment of Less Than the Required Living Wage. If the Contractor fails to pay any Employee at least the applicable hourly living wage rate, such deficiency shall constitute a breach of the Contract. In the event of any such breach, the County may, in its sole discretion, exercise any or all of the following rights/remedies:

- a. Withholding Payment. If the Contractor fails to pay one or more of its Employees at least the applicable hourly living wage rate, the County may withhold from any payment otherwise due the Contractor the aggregate difference between the living wage amounts the Contractor was required to pay its

Employees for a given pay period and the amount actually paid to the employees for that pay period. The County may withhold said amount until the Contractor has satisfied the County that any underpayment has been cured, which may include required submittal of revised certified monitoring reports or additional supporting documentation.

- b. Liquidated Damages. It is mutually understood and agreed that the Contractor's failure to pay any of its Employees at least the applicable hourly living wage rate will result in damages being sustained by the County. It is also understood and agreed that the nature and amount of the damages will be extremely difficult and impractical to fix; that the liquidated damages set forth herein are the nearest and most exact measure of damages for such breach that can be fixed at this time; and that the liquidated damages are not intended as a penalty or forfeiture for the Contractor's breach. Therefore, it is agreed that the County may, in its sole discretion, assess against the Contractor liquidated damages of \$100 per Employee per day for each and every instance of an underpayment to an Employee. The County may deduct any assessed liquidated damages from any payments otherwise due the Contractor.
- c. Termination. The Contractor's continued failure to pay any of its Employees the applicable hourly living wage rate may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

3. Debarment. In the event the Contractor breaches a requirement of this subparagraph, the County may, in its sole discretion, bar the Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach, in accordance with Los Angeles County Code, Chapter 2.202, Determinations of Contractor Non-Responsibility and Contractor Debarment.

9.1.8 Use of Full-Time Employees

The Contractor shall assign and use full-time Employees of the Contractor to provide services under the Contract unless the Contractor can demonstrate to the satisfaction of the County that it is necessary to use non-full-time Employees based on staffing efficiency or County requirements for the work to be performed under the Contract. It is understood and agreed that the Contractor shall not, under any circumstance, use non-full-time Employees for services provided under the Contract unless and until the County has provided written authorization for the use of same. The Contractor submitted with its proposal a full-time Employee staffing plan. If the Contractor changes its full-time Employee staffing plan, the Contractor shall immediately provide a copy of the new staffing plan to the County.

9.1.9 Contractor Retaliation Prohibited

The Contractor and/or its Employees shall not take any adverse action which would result in the loss of any benefit of employment, any contract benefit, or any statutory benefit for any Employee, person or entity who has reported a violation of the Living Wage Program to the County or to any other public or private agency, entity or

person. A violation of the provisions of this subparagraph may constitute a material breach of the Contract. In the event of such material breach, the County may, in its sole discretion, terminate the Contract.

9.1.10 Contractor Standards

During the term of the Contract, the Contractor shall maintain business stability, integrity in employee relations and the financial ability to pay a living wage to its employees. If requested to do so by the County, the Contractor shall demonstrate to the satisfaction of the County that the Contractor is complying with this requirement.

9.1.11 Employee Retention Rights

1. The Contractor shall offer employment to all retention employees who are qualified for such jobs. A “retention employee” is an individual:
 - a. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act; and
 - b. Who has been employed by a Contractor under a predecessor Proposition A contract or a predecessor cafeteria services contract with the County for at least six months prior to the date of this new Contract, which predecessor contract was terminated by the County prior to its expiration; and
 - c. Who is or will be terminated from his or her employment as a result of the County entering into this new contract.
2. The Contractor is not required to hire a retention employee who:

- a. Has been convicted of a crime related to the job or his or her performance; or
 - b. Fails to meet any other County requirement for employees of a Contractor.
3. The Contractor shall not terminate a retention employee for the first 90 days of employment under the contract, except for cause. Thereafter, the Contractor may retain a retention employee on the same terms and conditions as the Contractor's other employees.

9.1.12 Neutrality in Labor Relations

The Contractor shall not use any consideration received under the Contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of the Contractor's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining Contract, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

9.2 DISPLACED JANITOR OPPORTUNITY ACT

This Contract is subject to the provision of the Displaced Janitor Opportunity Act (California Labor Code Section 1060 – 1065) because it is a Contract for janitorial or building maintenance services performed within the State of California entered into on or after January 1, 2002. Please go www.leginfo.ca.gov/calaw.html for the code sections. Under this Act, as specified, a successor Contractor or successor Subcontractor shall retain, for a sixty (60) day transition employment period, employees who have been employed by the terminated Contractor or its Subcontractors, if

any, for the preceding four months or longer at the site or sites covered by the successor service Contract unless the successor Contractor or successor Subcontractor has reasonable and substantiated cause not to hire a particular employee based on that employee's performance or conduct while working under the terminated Contract.

IN WITNESS WHEREOF, Contractor has executed this Contract, or caused it to be duly executed and the County of Los Angeles, by order of its Board of Supervisors has caused this Contract to be executed on its behalf by the Chair of said Board and attested by the Executive Officer-Clerk of the Board of Supervisors thereof, the day and year first above written.

CONTRACTOR: _____

By _____
Name

Title

COUNTY OF LOS ANGELES

By _____
Mayor, Board of Supervisors

ATTEST:
SACHI HAMAI
Executive Officer-Clerk
of the Board of Supervisors

By _____

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
Deputy County Counsel

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HOUSEKEEPING SERVICES

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HOUSEKEEPING SERVICES**

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STATEMENT OF WORK

STATEMENT OF WORK
FOR
HOUSEKEEPING SERVICES

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ANTELOPE VALLEY HEALTH CENTER
LAKE LOS ANGELES COMMUNITY CLINIC
LITTLEROCK COMMUNITY CLINIC
SOUTH VALLEY HEALTH CENTER
ACTON HEALTH CLINIC
WARM SPRINGS HEALTH CLINIC**

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**DHS ADMINISTRATIVE OFFICES – COMMERCE
EL MONTE COMPREHENSIVE HEALTH CENTER
LA PUENTE HEALTH CENTER
RUTH TEMPLE HEALTH CENTER
WHITTIER PUBLIC HEALTH CENTER
PUBLIC HEALTH LABORATORY AND TRAILER**

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Group 4

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STATEMENT OF WORK (SOW)**GENERAL TERMS****1.0 SCOPE OF WORK**

Contractor shall provide Housekeeping Services for the health care facilities listed in the Contract. The services shall consist of all labor, supervision, equipment, materials, supplies and other services necessary for Contractor's performance under this Contract. These services include but are not limited to: Cleaning of inpatient/patient care areas, general service/ancillary service areas/ambulatory care clinics, non-patient/non-public areas, and miscellaneous services such as pest extermination, parking lot and interior street (internal to a Facility campus) cleaning, and window washing.

2.0 RESPONSIBILITIES

The County's and the Contractor's responsibilities are as follows:

COUNTY**2.1 Personnel**

The County will administer the Contract according to Contract Paragraph 6.0 - Administration of Contract - County. Specific duties will include:

- 2.1.1 Monitoring the Contractor's performance in the daily operation of this Contract.
- 2.1.2 Providing direction to the Contractor in areas relating to policy, administration and procedural requirements.
- 2.1.3 Preparing Amendments in accordance with the Contract Paragraph 8.0, Standard Terms and Conditions, Subparagraph 8.1 - Amendments.

2.2 Furnished Items**2.2.1 Keys**

The County will provide two (2) sets of keys for access to all Facilities at no cost to the Contractor. The Contractor shall acknowledge receipt of the keys on a memorandum furnished by the County. All such keys are property of the County and shall be returned to the County Contract Project Manager upon termination of the agreement. **At no time are the keys to be duplicated by the Contractor.** Any lost key(s) will be

replaced by the County at the expense of the Contractor at the same current replacement cost that the County pays including the cost of any re-keying associated with the lost key. If a key is bent/broken/damaged in any way, a new one shall be re-issued and receipt acknowledged once the damaged key is returned. The Contractor accepts full responsibility for all keys issued.

2.2.2 Utilities

The County will provide all utilities, including gas, electricity, and water. At no time are County telephones, computers or any County peripherals to be used for personal use. Contractor will make every effort to assist County in conservation efforts by employing measures designed to lower the use of gas, electricity and water. Additionally, Contractor will continuously measure and assess how its operations at each Facility can be conducted in a manner to reduce the carbon footprint of the provision of Housekeeping Services. The County shall be responsible for maintaining fixed equipment including, but not limited to, plumbing, electrical, soap dispenser, etc. The Contractor shall inform the County of any repairs required for these fixtures within twenty-four (24) hours of their discovery.

2.2.3 Storage

The County will provide a storage area to the Contractor at each facility if available, as determined by the County. The storage area is to be used for housekeeping related items and by personnel assigned to the specified building. Contractor must maintain and label items in accordance with State, Federal, and local standards. The Contractor is prohibited from use of said storage area or any other County property for conducting his/her business interests that are not related to or required by the specified Facility.

CONTRACTOR

2.3 Contractor Project Director

The Contractor shall provide a Contractor Project Director. The County must have access to the Contractor Project Director during business hours. The Contractor shall provide a telephone number where the Contractor Project Director may be reached on a twenty-four (24) hour per day basis.

2.3.1 The Contractor Project Director shall be experienced in applicable regulatory requirements and guidelines for housekeeping in health care facilities which includes, but is not limited to, compliance with mandates of the following: Cal-OSHA, Centers for Disease Control & Prevention, National Institutes of Health, Joint Commission Standards, and Elements of Performance, California Code of Regulations, Title 22, Division 5, and all other applicable regulatory requirements.

The Contractor Project Director shall ensure all the Contract objectives are met and will communicate with the Contractor Project Manager, as appropriate.

2.3.2 Contractor Project Manager

The Contractor shall provide a full-time Contractor Project Manager and a designated alternate(s), (collectively "Contractor Project Manager"). The County must have access to the Contractor Project Manager during all hours, 365 days per year. The Contractor shall provide a telephone number where the Contract Project Manager may be reached on a twenty-four (24) hour per day basis.

2.3.3 The Contractor Project Manager shall be experienced in applicable regulatory requirements and guidelines for housekeeping in health care facilities which includes, but is not limited to, compliance with mandates of the following: Cal-OSHA, Centers for Disease Control & Prevention, National Institutes of Health, Joint Commission Standards and Elements of Performance, California Code of

Regulations, Title 22, Division 5, and all other applicable regulatory requirements.

- 2.3.4 The Contractor Project Manager will be the central point of contact with the County for all Housekeeping matters as appropriate.
- 2.3.5 The Contractor Project Manager and/or designated alternates shall have full authority to act for the Contractor and will manage all activities relating to the daily operation for all Facilities specified in the Contract. The Contractor Project Manager will need to coordinate with Facility management to schedule/plan various tasks which could impact/interfere with the delivery of services at each Facility, (i.e., arranging access to various areas of each Facility to address large area floor/carpet maintenance and cleaning), and work with operations staff to minimize the impact of such cleaning/maintenance on the services being delivered at each Facility
- 2.3.6 The Contract Project Manager will attend all regularly scheduled Facility Administrative Staff meetings. Contract Project Manager will actively participate in annual or regularly scheduled audits by all regulatory and accreditation bodies, including, but not limited to, the State of California, The Joint Commission, Centers for Medicare and Medicaid Services, etc. Additionally, this will include participating in all Sentinel Event, Infection Control and Facility injury investigations as appropriate and as requested by the Facility.
- 2.3.7 The Contractor Project Manager/alternate shall be able to effectively communicate in English, both orally and in writing.

2.4 Contractor Personnel

- 2.4.1 The Contractor shall assign a sufficient number of employees to perform the required work. At least one supervising employee on site shall be authorized to act for the Contractor in every detail and all Contractor staff must speak and understand English, both orally and in writing.
- 2.4.2 The Contractor shall be required to background check their employees and shall not assign any employee to a County facility whose

background is incompatible with services at the facility. This requirement is in addition to any County performed background clearance pursuant to Contract Paragraph Section 7.5, Backgrounds and Security Investigations.

- 2.4.3 The Contractor is responsible for ensuring that **only** personnel assigned to provide Housekeeping Services in the Facilities are Contractor's Housekeeping employees, specialty crew or specialty subcontractors. Refer to Appendix C - Technical Exhibit, Exhibit 24, Performance Requirements Summary.
- 2.4.4 The County may, at any time, give the Contractor written notice to the effect that the conduct or action of a designated employee of the Contractor is, in the reasonable belief of the County, detrimental to the interest of the health care Facility. The Contractor shall meet with representatives of the County to consider the appropriate course of action with respect to such matters and the Contractor shall take reasonable measures to assure the County that the conduct and activities of the Contractor's employee shall not be detrimental to the Facility.
- 2.4.5 Contractor's employees shall be at least eighteen (18) years of age, and the ability to provide verification of US citizenship or the right to work in the United States.
- 2.4.6 Contractor's employees shall be closely monitored to detect operational irregularities and noncompliance with contractual requirements. It is the Contractor's executive, management and supervisory employees' responsibility to see that the Contractor oversees the activities, and does not delay, ignore, or otherwise limit contractual obligations to a task, site, or operational request from the County.

2.5 Uniforms and Identification Badges

- 2.5.1 The Contractor's employees assigned to County Facilities shall wear an appropriate uniform at all times. The uniform, at a minimum, is to consist of a shirt with the company name on it. All uniforms, as

required, will be approved by the Facility Project Manager or his/her designee, and will be provided by and at the Contractor's expense.

2.5.2 The Contractor shall ensure that its employees are appropriately identified as set forth in Contract Paragraph 7.4, Contractor's Staff Identification.

2.5.3 The Contractor shall ensure that every on-duty employee of the Contractor wears a visible County issued photo identification badge identifying the following: Name, title and department. Such badge shall be displayed on Contractor employee's person at all times when he/she is on duty at any County designated Facility.

2.6 Materials and Equipment

2.6.1 The Contractor is responsible for purchasing all supplies, materials and equipment to provide the needed services of the health care facilities.

2.6.2 The Contractor shall use supplies, materials and equipment that are commercial grade, safe for the environment, and that are safe for use by the employee. All supplies, materials and equipment are subject to approval by the County. Infection Control cleaning and disinfecting solutions shall be approved by the Facility's Infection Control Committee prior to use. All Contractor employees must wear safety and protective gear according to the OSHA/Cal-OSHA standards and equipment shall be maintained in accordance with the manufacturer's standards and specifications. Also, Contractor shall ensure all Material Safety Data Sheets are updated annually or as needed and that a copy is given to the Facility.

2.6.3 The Contractor is required to keep all equipment used to maintain the facilities in a safe and operable condition. All electrical equipment must be safety checked by Facility designated Bio-Medical Service staff prior to being placed into service and as appropriate thereafter.

2.7 Training

2.7.1 The Contractor shall be responsible for ensuring that each Contractor employee is familiar with the facility that they service.

- 2.7.2 The Contractor shall provide in-service education and training programs for all new employees and continuing in-service training for all employees and maintain evidence/documentation of said training available upon request. The in-service training should be at least on an annual basis and must be in compliance with OSHA/Cal-OSHA, The Joint Commission, Title 22, Division 5, and all other applicable regulatory requirements.
- 2.7.3 All Contractor employees shall be trained in their assigned tasks and in the safe handling of equipment.
- 2.7.4 All Contractor employees shall be trained in proper procedures and responsibilities in regards to the handling of protected health information in accordance with the Contractor's obligations as a business associate under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act (HITECH).

2.8 Contractor's Office

The Contractor shall maintain an office within the Los Angeles County with a telephone in the company's name where the Contractor conducts business.

2.8.1 Business Hours

The Contractor's office shall be staffed during the hours of 8:00 a.m. to 5:00 p.m. (PST), Monday through Friday, by at least one employee who can respond to inquiries and complaints which may be received about the Contractor's performance of the Contract. If an answering service receives the call during normal business hours, the Contractor must respond within thirty (30) minutes of receipt of the call. Refer to Appendix C - Technical Exhibits, Exhibit 24, Performance Requirements Summary.

2.8.2 After Hours

When the Contractor's office is closed, an answering service shall be provided to receive calls. If an answering service receives the call after business hours, the Contractor must respond within thirty (30)

minutes of receipt of the call. Refer to Appendix C - Technical Exhibit, Exhibit 24, Performance Requirements Summary.

2.9 Emergency Procedures

The Contractor shall immediately report any emergency situations such as vandalism, broken water pipes, windows, doors, etc., to the County Facility Project Manager. If after hours, report any emergency to the Facility emergency services office.

2.10 Hours/Days of Work

See Facility Descriptions, Cleaning Requirements, Hours of Operation, Staffing and Specification Sheets, Technical Exhibits 1 through 23 for Facility hours of operation and cleaning hours.

2.11 Unscheduled Work

2.11.1 The Director, or his designee, may authorize the Contractor to perform unscheduled work, when the need for such work arises out of Emergency or Expanded services. The performance of such services and related payments shall be as provided in the Contract Paragraph 5.0 – Contract Sum, Sub-paragraph 5.7 – Unscheduled Work Fund .

2.11.2 The Contractor shall prepare and submit a written description of the work with an estimate of labor and materials prior to performing any unscheduled work. If immediate action is needed, a verbal authorization can be given to perform unscheduled work and a written description of the work completed with an estimate of labor and materials can be submitted within one (1) business day to the County. If the unscheduled work exceeds the Contractor's estimate the Facility Project Manager or his/her designee must approve the excess cost. No unscheduled work shall commence without written/verbal authorization.

2.11.3 The Contractor shall commence all unscheduled work on the established specified date. The Contractor shall proceed diligently to complete said work within the time allotted.

2.11.4 The County reserves the right to perform unscheduled work itself or assign the work to another Contractor.

2.12 Consumable Supplies

For respective Facilities, Contractor shall provide supplies that are commercial grade and meet the required specifications in Exhibit A.2, Detailed Facility Cleaning Requirements for Comprehensive Health Centers (CHC), Clinics and Administrative Offices, Technical Exhibits. The Contractor will supply, but is not limited to, all its own cleaning supplies. The Contractor will provide all soap, paper products, red bags, walk off mats, Sharp containers, etc. The awarded Contractor must provide samples of all supplies and MSDS sheets that will be used for the health care Facilities during the pre-job conference. Facilities will review products prior to use. Cleaning products are not to be used that have not had prior approval.

3.0 QUALITY CONTROL

The Contractor shall establish and utilize a comprehensive Quality Control Plan to assure the County a consistently high level of service is provided throughout the term of the Contract. The plan shall be submitted to the Facility Project Monitor and Facility Project Manager for review. The plan shall include, but may not be limited, to the following:

- 3.1 Method of monitoring to ensure that the Contract requirements are being met.
- 3.2 A record of all inspections conducted by the Contractor, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action, shall be provided monthly to the County and upon request.
- 3.3 The Contractor shall maintain a written log of all complaints, including date, time, and the action taken or reason for the inaction. The log of complaints

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shall be open to inspection by the County either in person, mailed, faxed, or emailed to the County upon request.

- 3.4 All complaints shall be addressed as soon as possible by the Contractor. The Contractor shall respond to a "call back" request within two (2) hours of notification of the complaint. Refer to Appendix C - Technical Exhibits, Exhibit 24 – Performance Requirements Summary (PRS) for noncompliance. If a complaint is not abated within the time specified or to the satisfaction of the County, the County may correct the specific complaint. The total cost incurred by the County will be deducted from the Contractor's monthly invoice.
- 3.5 The Contractor shall thoroughly complete each task in a professional manner. To this end, quality equipment and materials that comply with all current regulations and standards shall be used.

4.0 QUALITY ASSURANCE PLAN

The County will evaluate the Contractor's performance under this Contract in accordance with Contract Paragraph 8.0 - Standard Terms and Conditions, Sub-paragraph 8.18 - County's Quality Assurance Plan.

4.1 Meetings

The Contractor is required to attend any scheduled Facility Administrative Staff meetings (as needed). For example, monthly Environment of Care meetings and other monthly Infection Control meetings, quarterly Housekeeping Committee meetings, bed huddles, etc., for each facility covered by this Contract. Advance notification of at least one (1) business day will be provided. Special meetings or emergency meetings, depending on the nature of an event or issue, may be scheduled during the same business day.

4.2 Contract Discrepancy Report

Verbal notification of a performance discrepancy will be made to the Facility Project Monitor as soon as possible whenever a performance discrepancy is identified. The problem shall be resolved within a time period mutually agreed upon by the County and the Contractor.

The Facility Project Monitor will determine whether a formal Contract Discrepancy Report shall be issued. If a formal Contract Discrepancy Report is issued, the Contractor is required to respond in writing to the Facility Project Monitor within five (5) business days, acknowledging the reported performance discrepancies or presenting contrary evidence. A plan for correction of all performance deficiencies identified in the Contract Discrepancy Report shall be submitted to the Facility Project Monitor within ten (10) business days.

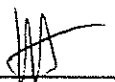
4.3 County Observations

In addition to departmental contracting staff, other County personnel may observe performance, activities, and review documents relevant to this Contract at any time deemed necessary and appropriate by County. However, these personnel may not unreasonably interfere with the Contractor's performance.

5.0 PERFORMANCE REQUIREMENTS SUMMARY (PRS)

The PRS is a listing of responsibilities, tasks and deliverables that are intended to be consistent with the terms of the Contract and the General Terms of the Statement of Work (SOW) and are not meant to create, extend, revise, or expand any obligation of the Contractor beyond that as defined in the Contract and the SOW (refer to PRS below).

In the case of apparent inconsistency between responsibilities, tasks and deliverables as stated in the Contract and the SOW and the PRS, the intent of the



responsibilities, tasks and deliverables inherent in the provision of services under the terms of the Contract or the SOW will prevail.

When the Contractor's performance does not conform to the requirements of the Contract, the County will have the option, in its sole discretion, to apply the following non-performance remedies:

- Require the Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, the Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, provide target completion dates, and monitoring methods to prevent recurrence.
- Reduce payment to the Contractor by a computed amount based on the assessment fee(s) in the PRS.
- Reduce, suspend or cancel this Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.
- Failure of the Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten (10) business days shall constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of the Contractor's failure to perform said service(s), as determined by the County in its sole discretion, shall be credited to the County on the Contractor's future invoice.

This section does not preclude the County's right to terminate the Contract upon ten (10) business days written notice with or without cause, as provided for in Contract, Paragraph 8.0 - Standard Terms and Conditions, subparagraph 8.49 - Termination for Convenience, or for Default as provided in subparagraph 8.50, Termination for Default.



PERFORMANCE REQUIREMENTS SUMMARY (PRS)			
SPECIFIC PERFORMANCE REFERENCE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED FOR NON-COMPLIANCE OR NON-PERFORMANCE
Contract Paragraph 7.5, Background Investigations	100% - Contractor employees shall pass a background check.	Inspection, Verification, Observation, and Reporting	Immediate removal of employee and \$1,000 per occurrence.
Contract Paragraph 7.7, Medical Screening	100% - Contractor employees shall pass medical screening prior to starting work, returning to work after 30 days or more sick leave, and annually.	Reporting, Verification and Observation	Immediate removal of employee and \$100 per day if Contractor allows an employee who has not passed medical screening to work.
Contract Paragraph 7.9, Mandatory Personnel Monitoring Reports	100% - Contractor shall submit semi-annually and as requested by County.	Verification, Reporting	\$100 per day late or if incomplete.
SOW, Paragraph 2.5, Uniforms and Identification Badges	100% - Contractor's employees shall always wear appropriate uniforms and have Contractor's identification badge and a County issued identification badge visible at all times.	Observation	Immediate removal of employee and \$100 per occurrence.
SOW, and Technical Exhibits	100% - Contractor is in compliance with cleaning requirements stated in the SOW, cleaning levels 1, 2, and 3.	Observation, Verification, and Reporting	\$100 per occurrence.
SOW, General Terms, Paragraph 2.2.1, Keys	Secure and maintain keys/key cards. Contractor responsible for replacement/theft/loss.	Observation	Contractor pays for re-keying of facility due to lost key(s)/key card.

PERFORMANCE REQUIREMENTS SUMMARY (PRS)			
SPECIFIC PERFORMANCE REFERENCE	STANDARD OF PERFORMANCE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED FOR NON-COMPLIANCE OR NON-PERFORMANCE
SOW Paragraph 2.2.3, Storage, Proper storage of items and Paragraph 2.6, Materials and Equipment	Contractor shall store equipment and supplies and ensure chemicals are properly labeled, stored and secured in an orderly manner as required by DHS, Facility, and laws and regulations.	Inspection and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 2.11 Unscheduled Work.	Contractor shall complete all unscheduled work on time and according to plan submitted to and approved by Facility	Reporting, Verification and Observation and Inspection.	Up to \$500 per occurrence.
SOW, General Terms, Paragraph 2.12 Consumable Supplies	Contractor shall keep an adequate quantity of all consumable supplies on site and keep all appropriate dispensers of soap, paper towels, toilet paper, etc., stocked at all times.	Inspection and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 3.0 Quality Control	Contractor shall maintain a quality control plan for each Facility.	Reporting, Verification and Inspection	\$250 per occurrence.
SOW, General Terms, Paragraph 3.0 Quality Control	Contractor shall respond to any complaints within two hours.	Reporting, Verification and Observation	\$100 per occurrence.
SOW, General Terms, Paragraph 2.7 Training	Contractor shall ensure all employees trainings are current with Facility requirements.	Reporting, Verification and Observation and Inspection.	\$100 per occurrence.
SOW, General Terms, Paragraph 2.9 Emergency Procedures	Contractor shall immediately notify Facility Project Manager of any emergency situation.	Reporting, Verification and Observation and Inspection.	\$100 per occurrence.

STATEMENT OF WORK (SOW)

**DETAILED FACILITY CLEANING REQUIREMENTS
FOR COMPREHENSIVE HEALTH CENTERS (CHC), CLINICS
AND ADMINISTRATIVE OFFICES**

**LEVEL 1 INTENSITY CLEANING FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS)**

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

CLEANING OF PATENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
1	Remove all trash.	Every eight hour shift and as needed.
2	Clean door surfaces, door handles, examining table, countertops, chairs, instrument stands, telephone, monitors and fixtures using hospital approved disinfectant. Wash entire door surface and any potentially contaminated surface.	Daily and as needed.
3	Check all walls and air vents.	Daily clean as needed.
4	Replace cubicle curtains when soiled or damaged.	Check curtains and window drapes daily, change when visibly soiled as needed and routinely every month.
5	Clean mini-blinds or vertical blinds.	Weekly and as needed.
6	Empty water and use new mop.	For each room and as needed.
7	Report any hazardous conditions and items in need of repair to Hospital Administration.	As needed.
8	Replace curtains as needed and after isolation is discontinued.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse.
9	Mop floor, applying approved germicide solution to entire floor surface. Empty water and use new mop before and after isolation room cleaning.	As indicated by Isolation Protocol or as requested by Nursing Supervisor/Charge Nurse/Laboratory Supervisor.
10	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

CLEANING OF PATIENT AREAS FOLLOWING COMMUNICABLE DISEASE EXPOSURE		
Contractor shall follow procedures for all housekeeping services cleaning activities as approved by the Infection Control Committee and written in the Infection Control Manual.		
	TASK	FREQUENCY
	compression device), ultrasound machine, wound vacuum machine, sequential compression device should be cleaned with the hospital approved disinfectant.	
11	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
1	Monitor/patrol area and spot clean.	Each Shift and as needed.
2	Wet mop, all lobbies, hallways, and waiting rooms and apply cleaning solution to entire floor surface when mopping including appropriate cleaning solutions for tile surfaces as applicable.	2 times per shift daily and as needed.
3	All vertical surfaces: Walls, cabinets, windows, ceiling, air duct vents, and all items attached to the ceiling should be spot cleaned. Remove all tape. Doors, door handles and light switches shall be wiped with	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	a hospital approved disinfectant.	
4	Thoroughly clean and disinfect all horizontal surfaces including tables, knobs on monitors, telephones, chairs, countertops, ledges, lights, light switches, curtain rails and wall fixtures with the hospital approved disinfectant.	Daily and as needed.
5	Clean all bathrooms and staff lockers (employee and patients) including sinks: inside and outside and drain covers and vent openings, toilets: inside and outside and toilet handles, soap dispensers, towel dispensers, toilet tissue dispensers, door knobs, rails and seat cover dispensers with hospital approved disinfectants. Replenish all supplies, empty trash.	Twice daily and as needed.
6	Clean all gurneys, examining tables, wheelchairs, stands, IV poles and footstools.	Between all patients and as needed.
7	Thoroughly clean and disinfect faucets, stainless steel sinks, counters, metal kick plates, railings, baseboards, wall corner coverings, door handles, and door frames, with hospital approved disinfectants.	Twice daily and as needed.
8	Empty trash, empty soiled linen bags and hampers.	Each eight hour shift and as needed.
9	Replace cubicle curtains when soiled or damaged.	Each eight hour shift and as needed.
10	Any room requiring decontamination SHALL BE cleaned according to Infection Control procedures.	Within 15 to 30 minutes after notification.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	Cleaning to include pest extermination as necessary.	As needed.
11	Remove all portable equipment from room, when performing floor care. Equipment must be cleaned before returning to room. This includes cleaning all equipment (i.e. wards and units).	Daily and as needed.
12	Clean pantry as required, this includes the microwave oven.	Daily and as needed.
13	Maintenance/replacement of waterless (alcohol-based) hand sanitizer throughout hospital; wipe down dispenser when refilled; coordinate installation of dispensers. Empty canisters must be recycled.	Daily and as needed.
14	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility.	Daily and as needed.
15	Clean electrical patient care equipment (only if not connected to patients) including: cardiac monitor, vital signs machine and thermometer, IV pump, patient-controlled anesthesia pump machine, transport monitor, Bear Hugger, ventilator, Lucas device (automated cardiac compression device), ultrasound machine, wound vacuum machine, sequential compression device should be	Daily and as needed.

LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS (PATIENT CARE AREAS/LABORATORY)

GENERAL SERVICE AREAS/ANCILLARY SERVICES AREAS/ AMBULATORY CARE CLINICS		
Due to the intensity of patient, visitor and emergency traffic, contractor's housekeeping services shall provide at the highest level of intensity. The housekeeper must wear disposable scrubs, cap, shoe covers (trained when to use) and gloves when entering unit and remove same when leaving unit per departmental protocol. Cleaning equipment for this area remains in area and is never used to clean other areas. Before starting to clean area, use clean cleaning equipment. Begin cleaning in sterile storage and workrooms with last cleaning in decontamination rooms.		
	TASK	FREQUENCY
	cleaned with the hospital approved disinfectant.	
16	Clean patient-support equipment including: PYXIS machines, crash carts, computer on wheels, beside commode, wheelchairs should be cleaned with the hospital approved disinfectant.	Daily and as needed.

DAY SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during day hours	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

NIGHT/EVENING SHIFT SERVICE		
	TASKS	FREQUENCY
1	Remove soiled linen and replace with clean linen.	As needed.
2	Dispose of trash.	As needed.
3	Check and clean all restrooms, and replenish supplies.	Every hour and as needed.
4	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
5	Clean patient care areas between patient encounters.	As requested by clinic staff.
6	Clean designated offices during night/evening hours.	Daily and as needed.

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
	TASK	FREQUENCY
1	Sweep/Dust mop all non-carpeted areas daily, including corners, baseboards and inaccessible areas such as behind beds. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and dust mop all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors (All floors must be swept before mopping.)	Daily and as needed.
4	Clean and mop spills, blood, feces, sputum and glass.	Immediately, no later than within 5 minutes of notification and daily and as needed.
5	Contain and clean biohazardous waste spills, per established Facility procedure.	Immediately, no later than within 5 minutes of notification and daily and as needed.
6	Contain and clean as appropriate hazardous waste	Immediately, no later than within 5 minutes of notification and

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FLOOR MAINTENANCE: ALL LOBBIES, HALLWAYS, WAITING ROOMS AND RESTROOMS		
	TASK	FREQUENCY
	spills, per Facility procedure.	daily and as needed.
7	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control procedures.	Immediately, must be within five minutes of notification of spill, and as needed.
8	Buff floors. Mop before buffing. Spray buff all patient care rooms (including waiting rooms, lobbies, nursing stations, exam rooms and patient rooms).	Three (3) times per week.
9	Apply floor finish prescribed by manufacturer (non-slip wax).	Monthly and as needed.
10	Mop, scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with a gloss acceptable to the Administrator.	Twice monthly and as needed.
11	Maintain flooring as prescribed by manufacturer and per applicable regulations.	Daily and as needed.
12	Vacuum carpets in, floor areas, hallways and waiting rooms. Check, and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	Daily and as needed.
13	Spot shampoo carpets. Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	As needed.
14	Shampoo heavy use carpets areas according to carpeting manufacturer's instructions.	Monthly, and as needed.
15	Shampoo carpets areas according to carpeting manufacturer's instructions.	Bi-annually and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

RESTROOMS		
	TASKS	FREQUENCY
1	Clean restroom fittings.	Every shift and as needed.
2	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
3	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
4	Replenish hand soap.	As needed and as requested by Unit Supervisor.
5	Damp mop floors.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or un-useable telephones to Information Systems or Administration department.	Daily and as needed.

FINISHING WORK		
	TASK	FREQUENCY
1	Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms and drinking fountains.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Each hour and as needed.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Dispose of soiled linen.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	marks and smears and clean low level interior glass partitions, glass door panels, and windows.	
7	Dust electrical equipment (only if not connected to patients). Also nurse work stations.	Daily and as needed.
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
9	Dust all horizontal surfaces, cabinet faces and interiors	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; - carts; - wheelchairs; 	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Steam clean upholstered furnishings	Quarterly or as needed.
13	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates,	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	
15	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
16	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
17	Damp dust all high level surfaces, ceilings and items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Dispose of all Sharps as indicated when $\frac{3}{4}$ full. Remove from room/area collection location, transport according to facility procedure and place in collection location for removal by sharps reprocessing contractor as designated by each facility. Replace sharps container liners.	Check daily, remove and replace when $\frac{3}{4}$ full and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
19	Wash ceilings vents.	Daily and as needed.
20	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, outpatient clinics, Emergency Department and heavily used areas of the X-Ray Dept. throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed. Public Restrooms are to be checked hourly.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail	Daily and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

FINISHING WORK		
	TASK	FREQUENCY
	bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	
26	Dust mop all heavy traffic areas.	Each shift and as needed.
27	Check and spot clean waiting rooms and public areas.	Every hour and as needed.
28	Clean patient care areas between patient encounters.	As requested by clinic staff.
29	Clean designated offices during day hours.	Daily and as needed.
30	Steam clean trash containers.	Monthly.
31	Clean trash containers inside and outside with germicidal spray.	Once per month.

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statue 11700-118360)		
	TASK	FREQUENCY
1	Clean up hazardous and bio-hazardous waste (Medical Waste) spills, per established facility procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Immediately, must be within five minutes of notification of spill, and as needed.
	Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow	Immediately, must be within five minutes of notification of spill, and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
2	Infection Control procedures.	
3	Bio-hazardous waste shall be contained for storage and disposal in red autoclavable plastic bags ("red bags") with indicator strips which are impervious to moisture and have a strength sufficient to preclude ripping tearing or bursting under normal conditions of usage and handling, and tied to prevent leakages or expulsion of solid or liquid wastes during storage, handling or transport. All bags used for collection, storage and disposal of biohazardous waste shall be red in color and marked with the words "Biohazardous Waste". All containers/carts for red bags shall kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
4	Remove/dispose of bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area/locations . All containers/carts for red bags shall kept locked at all times. Red bags containing biohazardous waste shall be transported directly to the designated holding area for pick up by contractor. Garbage chutes shall not be used to transfer biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
5	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Daily, and as needed.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

MEDICAL AND BIO-HAZARDOUS WASTE		
All Medical Waste must be handled in compliance with the California Medical Waste Management Act (CA Health and Safety Code Statute 11700-118360)		
	TASK	FREQUENCY
6	Place Radiation Hazard Waste in the in the radiation hazard waste area. Trash from radiation hazard areas is not to be removed until checked and released by the Radiation Safety Officer or designee	Daily, and as needed.
7	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
8	Remove and replace sharps containers when 3/4 full. Sharps waste shall be contained for disposal, in rigid puncture proof containers such as cartons or metal cans which are taped closed or tightly lidded to preclude loss of the contents.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators.
9	Rigid disposal containers of biohazardous sharps waste shall be labeled in the same way as the disposal bags used for other biohazardous waste.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators
10	Remove full sharps containers to custodial cart and carry to designated storage and/or transport area.	Once per shift daily and as needed. In accordance with procedures established by Facility Administrators

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Collect and remove solid waste generated in the building and place into Contractor provided receptacles.	Twice daily and as needed.
2	Normal waste collection.	Daily and as needed.
3	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
4	Containers used for the collection and/or storage of waste material shall be non-combustible or flame resistant construction and labeled or listed by Underwriters laboratories, Inc. Is acceptable.	As needed.
5	Clean rooms used for the collection of solid waste.	Daily and as needed.
6	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.
7	Empty and clean all waste paper baskets, receptacles and ash trays.	Daily and as needed.
8	Replace fresh liners.	As needed.
9	Deposit/Deliver all trash from building to dumpster as trash bags are filled;	Daily as requested.

**LEVEL 1 INTENSITY FOR COMPREHENSIVE HEALTH CENTERS (CHC) AND CLINICS
(PATIENT CARE AREAS/LABORATORY)**

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
	remove jams/or blockages that may occur in dumpster.	
10	Steam clean trash containers.	Monthly and as needed. Weekly in kitchen.
11	Remove trash from radiology areas per procedures established by Environmental Safety Officer.	Six (6) days per week and as needed.

LEVEL 2 INTENSITY CLEANING (NON-PATIENT AREAS)

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and threshold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards, and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents in designated areas.	When recycle bins are full and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
11	Clean inside and outside of trash/waste and recycle containers.	As needed.
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration/laboratory administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas at 8:00 am and 10:00 pm.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish areas according to manufacturer's instructions, (non-slip wax).	Monthly and as needed.
7	Scrub or strip and refinish floors areas according to manufacturer's instructions. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.
9	Vacuum entrance rugs.	Daily and as needed.
10	Spot shampoo carpets and rugs. Check and remove spots and stains from carpeted areas according to carpeting manufacturer's instructions.	As needed.
11	Shampoo heavy use carpets and rugs areas according to carpeting manufacturer's instructions. Vacuum carpets and rugs before shampooing.	Monthly and as needed.
12	Shampoo carpets and rugs areas according to carpeting manufacturer's instructions. Remove movable items (chairs, tables, boxes, etc.) from area prior to shampooing. In most cases carpet area should be shampooed on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and shampoo/clean upholstered furnishing.	As needed and as requested.
14	Public Cafeteria - Dining Area – Strip and wax floors, (non-slip wax).	Monthly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	As needed.

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, countertops, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish according to manufacturer's instructions.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

PAY TELEPHONES		
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information Systems or Administration department.	Daily and as needed.

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets.	Daily and as needed.
5	Shampoo Carpets/rugs areas according to carpeting manufacturer's instructions.	Quarterly and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

LINEN ROOM		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets.	Daily and as needed.
2	Move furniture and equipment including beds, examining tables and other equipment and furniture for storage upon request by facility administrator or designee.	Daily and as needed.
3	Buff floors. Mop before buffing.	Monthly as needed.
4	Apply floor finish, (non-slip wax).	Monthly and as needed.
5	Scrub or strip and refinish floors. Maintain in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust control device.	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
2	Machine scrub all floors with an approved solution.	Twice a week.

KITCHEN, KITCHENETTE, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust or wet mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.

FINISHING WORK		
	TASK	FREQUENCY
1	<p>Clean restrooms and sinks and replenish supplies.</p> <p>Replenish waterless hand sanitizer/alcohol/other liquid/foam in all areas and wipe down dispensers. Empty canisters must be recycled.</p> <p>Clean and disinfect seat, seat covers (both sides, towel and paper fittings).</p> <p>Scrub shower floors and wipe clean shower walls and curtains.</p> <p>Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.</p>	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
2	Clean public restrooms and replenish supplies.	Hourly.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Dispose of soiled linen.	Daily and as needed.
6	Clean and polish drinking fountains.	Daily and as needed.
7	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.
8	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
9	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Damp dust all furnishings and fittings to include but not be limited to: <ul style="list-style-type: none"> - beds, head, foot and side rails; - stretchers (occupied and unoccupied); - tables, bedside and over bed; - chairs; - footstools; - linen hampers; 	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<ul style="list-style-type: none"> - carts; - wheelchairs; - exam tables; - television sets; - telephone; - lockers and cabinets external surfaces; - vents; - window sills and ledges; - bedside lamps; - fire extinguishers; - countertops; - pipes; - furniture fittings and equipment; - miscellaneous; - wheels of items, remove dirt and debris. 	
11	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
12	Damp wipe and clean stainless steel and other metal, to include but not limited to; metal kick plates, railings, wall corner coverings, door handles, door frames and foot plates, portable chart racks, I.V. stands, and wheelchairs.	Daily and as needed.
13	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
14	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
15	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
16	Wash vertical surfaces of ICUs.	Daily and as needed.
17	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
18	Wash ceilings vents.	Daily and as needed.
19	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
20	Vacuum upholstered furnishing.	Daily and as needed.
21	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
22	Change cubicle curtains/ drapes when soiled and as needed.	Check daily, quarterly and change as needed when visibly soiled or as directed by Infection Control.
23	Check cleaning in the following areas: Entrance lobby waiting rooms, all public restrooms, corridors, elevators, and heavily used areas throughout the day to maintain clean and tidy conditions.	2 times, 8 hour shift, and as needed.
24	Damp dust excluding technical equipment and laboratory counter tops.	Daily and as needed.
25	Check and clean elevator ceilings, doors and	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	
26	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
27	Dust mop all heavy traffic areas at 8:00 a.m., and 10:00 p.m.	Each shift and as needed.
28	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
29	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
30	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
31	Conference dining room.	Daily and as needed.
32	Kitchen.	Daily and as needed.
33	Change Floor mats.	Weekly.
34	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges	Daily and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

FINISHING WORK		
	TASK	FREQUENCY
	<p>and doors; spot clean walls.</p> <p>Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. If not repaired within five (5) working days, report to the Assistant Hospital Administrator or Laboratory Administrator.</p> <p>Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.</p>	
35	<p>Damp dust fire extinguishers.</p> <p>Damp dust exterior surfaces of vending machines.</p>	Daily and as needed.
36	<p>Mop and decontaminate area following sewer back up or overflow of any drain. Notify Infection Control. Follow Hospital Infection Control, Decontamination and Safety Procedures to minimize spread of contaminants.</p> <p>Decontaminate any room, surface, or area following infectious exposure.</p>	Immediately and as needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
1	Clean up hazardous and biohazardous waste spills, per established hospital procedure to include, but not limited to, mercury and anti-neoplastic drug spills.	Within five minutes of notification of spill.
2	Bio-hazardous, hazardous, and infectious waste pick up and transfer to designated holding area. All containers/carts for red bags shall be kept locked at all times and shall be visibly labeled with the words "Bio-hazardous Waste" in accordance with regulatory standards.	Once per shift daily and as needed.
3	<p>Dispose of all waste, including pharmaceutical waste, chemotherapy, mercury and anti-neoplastic. Red bag and transport Bio-Hazardous Waste to designated storage area.</p> <p>All medical waste must be handled in compliance with the California <u>Medical Waste Management Act (CA Health and Safety Code Statute 117600 – 118360)</u></p> <p>Transport normal waste either by disposal in trash chutes or leak-proof carts. Bio-hazardous waste is red bagged and transported to the designated trash rooms.</p>	<p>Once per shift daily and as needed.</p> <p>Once per shift, daily, and as needed</p>
4	Place Radiation Hazard waste in the radiation hazard waste area until checked and released by the Radiation Safety Officer.	As needed.

LEVEL 2 INTENSITY (NON-PATIENT AREAS)

MEDICAL AND BIO-HAZARDOUS WASTE		
	TASK	FREQUENCY
5	Remove and replace sharps containers when 3/4 full. Place in the holding area for pick up by licensed medical waste hauler. Medical waste hauler to incinerate and dispose of used sharps/pharmaceutical waste containers.	At least once per shift daily and as needed.
6	Monitor radiation levels of all waste bins/compactors prior to pick-up by solid waste handler.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, and spiders), rodents, etc.</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.
2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide	In the provisions of all Pest Extermination Services

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

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	TASK	FREQUENCY
	Information and Safety Manual" published by the University of California will be adhered to.	

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES

	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
2	Clean and sweep all interior streets and parking lots on the campus.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facility Administrator.	Daily and as needed.
4	Sweep sidewalk areas and remove cigarette butts Sidewalk traversing areas.	Daily and as needed.
5	Remove scuff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
8	Sweep areas between buildings flanking entryways.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

WINDOW WASHING SERVICE		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean condition. Lock all windows.	Quarterly. Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking into the working area.	Quarterly. Provide a 2 day notice prior to cleaning.
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	The use of these power lifts is prohibited during severe or adverse weather.	

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide commercial grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
7	Must provide "red bags".
8	Must provide trash liners.
9	Must provide waterless hand sanitizer/alcohol foam in all areas. Empty canisters shall be recycled.

DETAILED CLEANING (ADMINISTRATIVE)

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
1	Clean entrances, doors, glass, door panels/frames, jams and thresh hold plates.	Daily and as needed.
2	Dust all furniture, counter tops, high/low ledges, chair legs, door facings, window sills, fire extinguishers, television sets, damp wipe phones, including public phones.	Daily and as needed.
3	Remove graffiti. (Exterior and Interior)	As needed.
4	Clean/wipe exterior surface of all refrigerators.	As needed.
5	Clean and polish metal on drinking fountains.	Daily and as needed.
6	Clean Chalk Boards, Vinyl Boards and Trays. Clean Boards.	Daily, as needed and upon request.
7	Spot/wash walls. (Office areas and non-office areas.)	As needed.
8	Empty all trash/waste containers.	Daily and as needed.
9	Empty recycle containers in office areas.	Daily and as needed.
10	Remove and store recycle bins contents to designated areas.	When recycle bins are fill and as needed.
11	Clean inside and outside of trash/waste and recycle containers.	As needed.

DETAILED CLEANING (ADMINISTRATIVE)

GENERAL HOUSEKEEPING: ADMINISTRATIVE, COUNTY OTHER OFFICES		
	TASK	FREQUENCY
12	Report all hazardous conditions plumbing problems, floors, walls, doors and other items needing repairs to facilities management. If not repaired within five (5) working days, report to the Hospital Administrator.	Daily and as needed.
13	Turn in lost articles to hospital administration.	Daily and as needed.
14	Rope off all areas, post warnings or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.
15	Damp dust exterior of any fire extinguisher.	Daily and as needed.
16	Damp dust exterior surfaces of vending machines.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	Check and sweep all heavy traffic areas.	Daily and as needed.
3	Wet mop all non-carpeted floors. All floors must be dust mopped before wet mopping.	Daily and as needed.
4	Clean and mop up spills and broken glass.	Within 5 minutes of notification.
5	Buff floors. Mop before buffing	Twice a week and as needed.
6	Apply floor finish, (non-slip wax).	Monthly and as needed.
7	Scrub or strip and refinish floors. Maintained in a clean state, free of build-up of dirt and black markings, and with hospital approved products.	Quarterly and as needed.
8	Vacuum carpets and rugs in offices and non-office areas.	Weekly and as needed.
9	Vacuum entrance rugs.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FLOOR MAINTENANCE: ADMINISTRATIVE, COUNTY AND OTHER OFFICES/ LOBBIES, HALLWAYS, WAITING AREAS, AND LOUNGES		
	TASK	FREQUENCY
10	Spot shampoo carpets and rugs. Check and remove spots and stains from carpeted areas.	As needed.
11	Shampoo heavy use carpets and rugs. Vacuum carpets and rugs before shampooing.	Monthly and as needed.
12	Shampoo carpets and rugs. Remove movable items (chairs, tables, boxes, etc.) from area prior to shampooing. In most cases carpet area should be shampooed on Fridays after hours of operation to allow for drying time over the weekends.	Quarterly and as needed.
13	Vacuum and shampoo/clean upholstered furnishing.	As needed and as requested.
14	Public Cafeteria - Dining Area – Strip and wax floors.	Monthly and as needed.
15	Maintain flooring as prescribed by manufacturer and per applicable regulations.	

DETAILED CLEANING (ADMINISTRATIVE)

RESTROOMS		
	TASKS	FREQUENCY
1	Clean walls, doors, partitions, dust vents, sweep and damp mop floors.	Every shift and as needed.
2	Clean restroom fitting.	Every shift and as needed.
3	Clean and disinfect urinals, basins, toilet seats, seat covers, towel and paper fittings and sinks.	Every shift and as needed.
4	Replenish towels, toilet paper, and seat covers in all restrooms.	Every shift and as needed.
5	Replenish hand soap.	Every shift and as needed.
6	Dust low level ledges.	Every shift and as needed.
7	Clean and polish bright metal and mirrors.	Every shift and as needed.
8	Remove marks from walls, doors and partitions.	Every shift and as needed.

STAIRWELLS/LANDINGS		
	TASKS	FREQUENCY
1	Sweep and damp mop all stairs and landings.	Daily and as needed.
2	Dust rails and ledges.	Every shift and as needed.
3	Remove gum behind rail bars.	Every shift and as needed.
4	Check painted walls for marks and remove.	Every shift and as needed.
5	Spot wash stairwell and walls.	Every shift and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

ELEVATORS (SERVICE AND PASSENGER)		
	TASKS	FREQUENCY
1	Sweep and mop floors.	Daily and as needed.
2	Apply floor finish.	As needed.
3	Clean and polish metal and panels.	Daily and as needed.
4	Clean inside and outside doors.	Daily and as needed.
5	Dust light grills.	Daily and as needed.
6	Remove debris from elevator tracks. Sweep or use dry tank vacuum to remove debris from tracks.	Daily and as needed.
7	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors. Keep Elevator tracks clean and free of dust and debris.	Daily and as needed.

PAY TELEPHONES		
	TASKS	FREQUENCY
1	Damp dust interior and exterior telephone booth panels with germicidal solution.	Daily and as needed.
2	Damp dust telephone and wipe with germicidal solution.	Daily and as needed.
3	Report damaged or non-useable telephones to Information systems and Administration department.	Daily and as needed.

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
1	Clean auditoriums, conference and meeting rooms and employee break rooms. Arrange tables and chairs as previously requested. Set up or rearrange rooms upon request.	After each use.

DETAILED CLEANING (ADMINISTRATIVE)

AUDITORIUMS, CONFERENCE AND ASSEMBLY ROOMS		
	TASK	FREQUENCY
2	Dust mop and damp mop floors. Clean vertical surfaces - spot clean finger marks, smears and graffiti.	Daily and as needed. Wash quarterly.
3	Change floor mats.	Weekly.
4	Vacuum carpets	Daily and as needed.
5	Shampoo Carpets/rugs	Quarterly and as needed.

WAREHOUSE/STORAGE AREAS		
	TASK	FREQUENCY
1	Dust mop office, warehouse/storage areas using a chemically treated dust control device.	Daily.
2	Machine scrub all floors with an approved solution.	Twice a week.

DETAILED CLEANING (ADMINISTRATIVE)

KITCHEN, NUTRITION AREA(S)		
	TASK	FREQUENCY
1	Dust mop floors. Dust mop all non-carpeted areas using a dust control tool daily, including corners, baseboards and inaccessible areas such as behind file cabinets. Keep baseboards free of dust, splash marks and old seal.	Daily and as needed.
2	High dust all surfaces.	Weekly during night/evening shift.
3	Remove trash and steam clean trash containers.	Daily and as needed.
4	Change floor mats	Weekly.

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
1	Contractor shall provide solid waste receptacle (trash carts for pickup).	Daily.
2	Clean rooms used for the collection of solid waste.	Daily and as needed.
3	Dispose of solid waste only through a certified solid waste disposal facility that has been certified within the meaning of the Solid Waste Disposal Act, as amended by the Resource Recovery Act of 1970.	Daily.

DETAILED CLEANING (ADMINISTRATIVE)

TRASH/SOLID WASTE COLLECTION AND REMOVAL		
	TASK	FREQUENCY
4	Empty and clean all ash trays.	Daily and as needed. (Interior/Exterior locations).

FINISHING WORK		
	TASK	FREQUENCY
1	Clean restrooms and sinks and replenish supplies. Replenish alcohol foam in all areas. Wipe down dispenser. Empty canisters must be recycled. Clean and disinfect seat, seat covers (both sides, towel and paper fittings. Scrub shower floors and wipe clean shower walls and curtains. Clean inside and outside of basin, drain covers and vent openings, bath and restrooms.	Daily and as needed.
2	Clean public restrooms and replenish supplies.	Every hour.
3	Clean employee restrooms, and replenish supplies (i.e. soap, towels, toilet paper, and seat covers, etc.).	Each 8 hour shift and as needed.
4	Damp dust countertops and hopper areas.	Daily and as needed.
5	Clean and polish drinking fountains.	Daily and as needed.
6	Check and remove finger marks and smears and clean low level interior glass partitions, glass door panels, and windows.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
7	Dust electrical equipment (only if not connected to patients).	Daily and as needed.
8	Damp dust countertops of all workrooms and hopper areas, e.g., utility rooms.	Daily and as needed.
10	Vacuum upholstered furnishings. Report ripped or torn furnishing for removal and repair.	Daily and as needed.
11	Thoroughly wash surfaces of refrigerators, stoves, ovens, ice machines, and all kitchen equipment.	Daily and as needed.
12	Spot clean finger marks, smears and graffiti from vertical surfaces (walls, doors).	Daily and as needed.
13	Wash vertical surfaces (walls, doors, doorjambs).	Daily and as needed.
14	Damp dust all high level items, to include but not limited to: unoccupied closets, lights, ceiling light fixtures, direction and exit signs, air duct grills, fans.	Daily and as needed.
15	Wash ceilings vents.	Daily and as needed.
16	Clean all interior glass partition, glass door panels and windows.	Daily and as needed.
17	Vacuum upholstered furnishing.	Daily and as needed.
18	Damp dust and/or vacuum mini blinds and window shades.	Daily and as needed.
19	Check and clean elevator ceilings, doors and walls. Dust mop and damp mop Elevator floors.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
	Keep Elevator tracks clean and free of dust and debris.	
20	Dust mop and damp mop all stairs and landings. Damp dust rails and ledges. Remove gum behind rail bars. Check painted walls for marks and remove. Spot wash stairwell and walls.	Daily and as needed.
21	Dust mop all heavy traffic areas at 8:00 a.m., and 10:00 p.m.	Each shift and as needed.
22	Wash windows (inside and outside surfaces including screens.	Quarterly. Monday through Friday between 7:00 a.m. and 4:00 p.m.
23	Auditoriums, conference and meeting rooms. Reconfigure as previously set up. Set up rooms as requested	After each use within the buildings.
24	Sweep and damp mop stairs and landings at loading dock. Vertical surfaces - spot clean finger marks, smears and graffiti	Daily and as needed. Wash quarterly.
25	Change Floor mats.	Weekly.
26	Clean and disinfect all public telephones and wash telephone booths (if applicable including ledges and doors; spot clean walls. Report all plumbing, floors, walls, doors and other items needing repairs to Facilities Management. Rope off areas, post warning or directional signs when cleaning floors, walls, or ceilings to protect public and employees from possible injury.	Daily and as needed.

DETAILED CLEANING (ADMINISTRATIVE)

FINISHING WORK		
	TASK	FREQUENCY
27	Damp dust fire extinguishers. Damp dust exterior surfaces of vending machines.	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PEST EXTERMINATION SERVICES

Contractor shall provide the following Pest Extermination Services to include but not limited to fleas, ants, roaches, mites, and vermin for all Facility areas.

Contractor' Pest Extermination Services, for all work involving the use of chemicals, shall be accomplished by a State of California licensed pest control operator. Contractor shall ensure that only persons possessing a valid California Pest Control Advisor License make written recommendations for use of chemicals prior to any application. Contractor, prior to using restricted pesticides, shall furnish Department of Health Services with a valid and current restricted materials permit issued by the County Agricultural Commissioner Department.

	TASK	FREQUENCY
1	<p>Inspect building and grounds to locate, identify and eradicate infestations of pests (including ants, flies, fleas, roaches, gnats, spiders), rodents, etc.,</p> <p>Prepare and use approved poison bait, insecticides, and traps in infested areas.</p> <p>Locate conditions conducive to infestations and develop and implement preventive pest control programs subject to County approval.</p> <p>Report to Administrator damage to building appurtenant structures from termites, damp rot, or other pests.</p>	Twice a week and as needed within a twenty four (24) hour period, including holidays.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

2	Provided Pest Extermination Services.	Weekly patient and dietary areas and monthly in office areas.
3	Adhere to all regulations and safety precautions listed in the "Pesticide Information and Safety Manual" published by the University of California will be adhered to.	In the provisions of all Pest Extermination Services

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES

	TASK	FREQUENCY
1	Clean parking lots of trash. Remove oil, grease, and other stains from parking lot surfaces, using conventional equipment. Remove dirt and litter from around obstructions such as concrete wheel stops.	Daily and as needed.
2	Clean and sweep all interior streets and parking lots on the Facility.	Daily and as needed.
3	Clean sidewalks adjacent to all buildings and parking lots using	Daily and as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

PARKING LOT, INTERIOR STREETS, SIDEWALKS/STREET, RAMPS, DOCK AREAS, SIDES OF BUILDING, AND SIDEWALK CLEANING SERVICES		
	TASK	FREQUENCY
	conventional sweeping equipment. Empty and wash trash containers and move other obstructions such as rubbish bins. Furnish and install plastic bags when needed. Note and report any needed repairs of parking lot or sidewalk surfaces and adjacent fences to Facility Administrator.	
4	Sweep sidewalk areas and remove cigarette butts. Sidewalk traversing areas.	Daily and as needed.
5	Remove scruff marks from yellow painted edges/ surfaces.	Same as above.
6	Wash all sidewalks.	Weekly and as needed.
7	Sweep steps and landings.	Daily and as needed.
8	Sweep areas between buildings.	As needed.
9	Sweep rear sidewalks, entrance and dock area.	Daily and as needed.
10	Sweep hallways and walkways.	Daily and as needed.
11	Sweep or hose sides of building.	As needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	TASK	FREQUENCY
1	Cover books, papers, flower pots, or other items on window ledges or sill. Cover furniture such as desks, tables, cabinets, or any other item in front of windows. Cover all office furniture, which cannot be moved, with plastic cover.	Quarterly. Provide a 2 day notice prior to cleaning.
2	Window washers shall not stand on top of furniture.	Quarterly. Provide a 2 day notice prior to cleaning.
3	Window washers shall return all items that were moved to their original location, upon completion of washing windows.	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
4	Wash all interior and exterior glass or mirrors, metal frames, metal louvers, porcelain panels, inside and outside, window sills and ledges completely, including stainless steel mullions, aluminum mullions, window screen, and outside building surfaces, such as marble and other smooth surfaces.	Quarterly. Provide a 2 day notice prior to cleaning.
5	Remove streaks and watermarks from all windows, walls, and ledges. Remove excess water from floors in the immediate area; remove all water and cleaning agents before leaving the area.	Quarterly. Provide a 2 day notice prior to cleaning.
6	Leave windows and the adjacent surrounding areas in a clean	Quarterly.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	condition. Lock all windows.	Provide a 2 day notice prior to cleaning.
7	Remove all cleaning equipment from areas after completion of work.	Quarterly. Provide a 2 day notice prior to cleaning.
8	Immediately report to Administrator all broken windows, mirrors, etc., or otherwise non-functioning window opening and closing mechanisms.	Immediately upon discovery.
9	Perform all window cleaning techniques and practices in a safe manner in accordance with the "Window Cleaning Safety Orders," issued by the Division of Industrial Safety of the State of California. Equipment such as ladders, scaffolds, safety belts, lifts, etc., shall meet California OSHA Safety Standards.	Quarterly. Provide a 2 day notice prior to cleaning.
10	When working overhead, rope off areas or post warning signs to prevent the public from walking	Quarterly. Provide a 2 day notice prior to cleaning.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

WINDOW WASHING SERVICE		
	into the working area.	
11	Use protective rubber gloves and eye protectors if acid or other corrosive substances are used to clean glass, metal frames, etc.	Quarterly. Provide a 2 day notice prior to cleaning.
12	Shall wear a safety harness with a lifeline while using a Boatswain's chair or operating a power platform. The use of these power lifts is prohibited during severe or adverse weather.	Quarterly. Provide a 2 day notice prior to cleaning.

Light Fixtures and Ceilings		
	Task	Frequency
1	Wash light fixtures.	Annually.
2	Wet dust ceiling lights.	Quarterly and/or as needed.
3	Vacuum or brush all ceilings.	Annually or as needed.

LEVEL 3 INTENSITY CLEANING (MISCELLANEOUS SERVICES)

CONSUMABLE SUPPLIES

The Contractor shall provide supplies that are commercial grade and meet the required specifications in the SOW and listed below. The Contractor will supply all their own cleaning supplies including soap, paper products, red bags and walk off mats.

Contractor must provide samples of all supplies and MSDS sheets that will be used for the facilities during the pre-job conference. Facility Manager to review products prior to use. No products to be used that are not prior approved.

1	Must provide white toilet paper (roll) – 2 ply, manufactured by 135 soft plus or equal.
2	Must provide toilet seat covers of a high quality, capable of fitting dispensers.
3	Must provide commercial grade liquid hand soap for all dispensers.
4	Must provide paper towels manufactured by Crown Zellerback or equal that is capable of fitting various dispensers in each facility.
5	Must provide diaper changing liners that are manufacturer's recommendation or equal.
6	Must provide deodorant cakes and/or deodorizers upon County Facility Project Monitors request only.
7	Must provide trash liners.
8	Must provide waterless hand sanitizer/alcohol foam in all areas. Empty canisters must be recycled.

HOUSEKEEPING SERVICES PRICING SHEETS

**HOUSEKEEPING SERVICES
PRICING SHEETS**

CONTRACTOR NAME:		SERVICON SYSTEMS, INC.	
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	ANNUAL PRICE (monthly price x 12)
DHS FACILITIES			
HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	52,383.48	\$628,601.81
ANTELOPE VALLEY HEALTH CENTER	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	5,184.48	\$62,213.75
LAKE LOS ANGELES COMMUNITY CLINIC	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	1,192.84	\$14,314.10
LITTLEROCK COMMUNITY CLINIC	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	943.57	\$11,322.88
SOUTH VALLEY HEALTH CENTER	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	\$16,294.51	\$195,534.16
ACTON HEALTH CLINIC	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	\$4,246.67	\$50,960.01
WARM SPRINGS HEALTH CLINIC	High Desert Multi-Service Ambulatory Care Center Accounting Office, Room 24 44900 N. 60TH Street West, Lancaster, CA 93536	\$4,635.97	\$55,631.66

HOUSEKEEPING SERVICES
PRICING SHEETS

FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	ANNUAL PRICE (monthly price x 12)
	**GROUP TOTAL:	\$84,881.53	\$1,018,578.38
	10% Unscheduled Work	N/A	\$101,857.84
ADDITIONAL SERVICES	HOURLY RATES (\$) INCLUDING BENEFITS		
Unscheduled Work/Emergencies			
Facility Additions - Staffing			
Housekeeper Day Shift	\$16.92		
Housekeeper Swing Shift	\$17.42		
Housekeeper Grave yard Shift	\$17.82		
Principal Housekeeper	\$17.82		
Supervisor	\$25.65		

HOUSEKEEPING SERVICES
PRICING SHEETS

CONTRACTOR NAME: SERVICON SYSTEMS, INC.			
FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	PRICE (monthly price x 12)
*DHS FACILITIES			
DHS ADMINISTRATIVE OFFICES-COMMERCE	DHS Administrative Offices, Facilities Management, Suite 100-04, Room 1023, 5555 Ferguson Dr., Commerce, CA 90022	36,395.54	\$436,746.53
EL MONTE COMPRESHENSIVE HEALTH CENTER	LAC+USC Medical Center, Expenditure Management, P.O. Box 861749, Los Angeles, CA 90086	26,179.58	\$314,154.97
LA PUENTE HEALTH CENTER	LAC+USC Medical Center, Expenditure Management, P.O. Box 861749, Los Angeles, CA 90086	4,963.74	\$59,564.90
	*DHS TOTAL:	\$67,538.87	\$810,466.41
*DPH FACILITIES			
RUTH TEMPLE HEALTH CENTER	Ruth Temple Health Center, Community Health Services, 3834 South Western Ave, Los Angeles, CA 90062	\$10,826.04	\$129,912.45
WHITTIER PUBLIC HEALTH CENTER	Whittier Public Health Center, Community Health Services, 7643 South Painter Ave, Whittier, CA 90602	\$7,530.06	\$90,360.75
PUBLIC HEALTH LABORATORY AND TRAILER	Public Health Laboratory and Trailer, 12750 Erickson Ave, Downey 90242, Attention: Mary Beth Duke	\$16,639.12	\$199,669.46
	*DPH TOTAL:	\$34,995.22	\$419,942.66
	**GRAND TOTAL:	\$102,534.09	\$1,230,409.07
	10% Unscheduled Work	N/A	\$123,040.91

HOUSEKEEPING SERVICES
PRICING SHEETS

FACILITY LOCATION	BILL TO ADDRESS (Submit Invoices)	MONTHLY PRICE	PRICE (monthly price x 12)
ADDITIONAL SERVICES			
	HOURLY RATES (\$) INCLUDING BENEFITS		
Unscheduled Work/Emergencies			
Facility Additions - Staffing			
Housekeeper Day Shift	\$16.92		
Housekeeper Swing Shift	\$17.42		
Housekeeper Grave yard Shift	\$17.82		
Principal Housekeeper	\$17.82		
Supervisor	\$25.65		
*DHS-Department of Health Services Facilities			
*DPH- Department of Public Health Facilities			

TECHNICAL EXHIBITS TO STATEMENT OF WORK

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

High Desert Health System (HDHS) is a Multiservice Ambulatory Care Center (MACC) located at 44900 North 60th Street West, Lancaster, CA 93536. The facility includes a licensed Ambulatory Surgical Center (ASC) and also provides urgent care, outpatient primary care and outpatient specialty services. The facility also provides a wide range of ancillary services and houses administrative and support services supporting both the MACC and a network of four health centers.

Services provided at HDHS include:

- Outpatient Surgery and Special Procedures
- Adult Internal Medicine Clinic
- Pediatric Clinic
- Women's Clinic
- Urgent Care Clinic
- Psychology Clinic
- Medical Subspecialty Clinics (Cardiology, Chest Medicine, Endocrinology, Gastroenterology, Nephrology, Neurology, Oncology/Hematology and Physical Medicine)
- Surgical Subspecialty Clinics (Gynecology, ENT, Orthopedics, Podiatry, General Surgery and Urology)
- Disease Management Clinics for Diabetes and Asthma
- Antelope Valley Hope Center HIV/AIDS Clinic
- Medical Hub Clinic for Children in Foster Care and SCAN Clinic for Suspected Victims of Child Abuse or Neglect
- Radiology (x-ray, fluoroscopy, ultrasound, mammography and CT)
- Laboratory
- Pharmacy
- Electro Diagnostic Testing
- Respiratory Therapy
- Physical, Occupational and Speech Therapies

The Center includes the main hospital building of approximately 93,000 square feet and approximately sixteen (16) additional buildings, approximately 80,000 square feet. The Center houses approximately 385 employees.

2. FACILITY HOURS OF OPERATION FOR HDHS

Listed below are the Facility Hours of Operation.

FACILITY	HOURS
Urgent Care Clinic including specialty clinics	7 days a week including holidays 8:00 a.m. to 12:30 am

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

FACILITY	HOURS
Adult Internal Medicine Clinic (Glenchur Building)	Monday – Friday excluding holidays 8:00 a.m. to 4:30 p.m.
Pediatrics Clinic, Women’s Clinic, and Antelope Valley Hope Center	Monday through Friday 8:00 a.m. to 4:30 p.m.
Ambulatory Surgery Center (ASC)	Monday through Friday, closed holidays 6:00 a.m. to 4:30 p.m.
Medical and Surgical Subspecialty Clinics	Monday through Friday 8:00 a.m. to 4:30 p.m.
Laboratory Services	Monday through Friday 8:00 a.m. to 4:30 p.m. Saturday, Sunday and Holidays 8:00 a.m. to 5:30 p.m. Expanded Urgent Care Clinic Hours 8:00 a.m. to 12:00 midnight
Radiology Services	Monday through Friday, and as needed 8:00 a.m. to 4:30 p.m.
Women’s Health Clinic (200 Ward)	Monday through Friday 8:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Patient Care areas
 - a) Pre-Op/Post-Op Holding Area
 - b) Surgery/Recovery Suites

- 2) Ancillary Services Areas
 - a) Central Services
 - b) Radiology areas
 - c) Laboratory
 - d) G.I. Lab
 - e) EKG Lab
 - f) Outpatient Pharmacy area
 - g) Physical Therapy
 - h) Occupational Therapy
 - i) Speech Therapy

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- j) Easy Street
- k) Morgue
- l) Respiratory Therapy Services
- m) Pharmacy IV Therapy and Chemotherapy Preparation Room

- 3) Ambulatory Care Clinics
 - a) Pediatrics Clinics
 - b) Adult Internal Medicine Clinic
 - c) Oncology Clinic
 - d) Recovery Services
 - e) Hope Center
 - f) SCAN Clinic
 - g) Urgent Care Clinic
 - h) Women's Health Clinic
 - i) INS Clinic

- 4) Public Areas
 - a) Lobbies, hallways and public waiting areas
 - b) Public toilets
 - c) Staff toilets

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Other offices
- 3) Registration
- 4) Auditoriums, conference rooms, meeting rooms and classrooms
- 5) Educational and consulting service areas
- 6) Information Systems areas
- 7) Clean Linen Receiving and storage area locker rooms
- 8) Lounges
- 9) Medical Library
- 10) Medical Records areas
- 11) Other non-patient service areas

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Building Crafts building
- 2) Cafeteria
- 3) Floor mat placement
- 4) Kitchen/Dietary areas
- 5) Laundry/Linen area
- 6) Dirty Linen
- 7) Sidewalks, ramps, dock areas, sides of buildings
- 8) Stairs and landings

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- 9) Warehouse
- 10) Waste collection and removal
- 11) Wheel chairs/gurneys – steam clean
- 12) Windows (inside)
- 13) Public pay phones
- 14) Gift Shop

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Patient Visits and Outpatient surgeries and special procedures	86,265	81,677	44,248

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Main Hospital Building		93,000
Sixteen Additional Buildings		80,000
	GRAND TOTAL:	173,000

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 1:00 am	Sun- Sat	8:00 am - 1:00 am

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:00am – 4:30 pm	4	8	Day: 7:30am – 3:30 pm	1	8
Swing: 3:30 pm – 12:00 am	9	8	Swing: 3:00 pm – 11:30 pm	1	8
Graveyard: 4:30pm – 1:00am	1	8	Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	173,000	
Staff in Building (County + Contractor)	17	
Approximate Number of Persons Entering/Exiting Building Per Month	4000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	1600	
Number of Parking Lots	3	
Number of Cafeterias	1	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	6	
Number of Sinks	177	
Number of Single Fold Paper Towel Dispensers	191	
Number of Soap Dispensers	227	Liquid
Number of Restrooms (ALL)	130	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	8	Pickups Per Week	1	Autoclave (Y/N)	NO
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	8	Pickups Per Week	5	Trash Compactor (Y/N)	NO
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	5	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

*Window Cleaning		
Number of Windows/Exterior Glass	400	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

* Vendor if subcontracted

**HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The number of surgical procedures performed at High Desert Health System (HDHS) is 6-12 procedures/cases. Day shift only.
2. The number of Operating Room (OR) suites is 3.
3. There are 10-12 room moves and room set ups provided each week at HDHS. Approximately 15 hours per week.
4. The carpet to vinyl/tile percentage breakdown for HDHS is 20% carpet; 80% vinyl/tile.
5. The quantity of hand sanitizer used at HDHS is 48 cases/12 bottles per case.
6. Shredder bins are not emptied by housekeeping contractor.
7. The number of exam rooms at HDHS is 64.

**ANTELOPE VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Antelope Valley Health Center (AVHC) – 335 B East Avenue K-6, Lancaster, CA 93535. The Health Center provides Person Health and Public Health programs and services including: Prenatal Clinic, Family Planning, Family Medicine, Immunization, Sexually Transmitted Diseases Clinic, Tuberculosis Clinic, Communicable Disease Triage, Radiology, and Laboratory

AVHC is in a leased facility within a business park environment housing multiple County offices, approximately 13,573 square feet. The Center houses approximately 29 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Antelope Valley Health Center	Monday through Friday: 8:00 a.m. to 5:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
- 2) Ambulatory Care Clinics – Four Clinic Modules
 - a) Public Health Center (Immunizations, Communicable Disease Triage, Sexually Transmitted Disease Clinic and Tuberculosis Clinic)
Family Medicine
 - b) Family Planning
 - c) Prenatal
- 3) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

**ANTELOPE VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Business Office
- 4) Staff Lounge
- 5) Medical Records
- 6) Conference Room

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal
- 4) Wheel Chairs
- 5) Windows
- 6) Parking lot

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Personal Health Visits	17,786	17,926	10,428
Public Health Visits	N/A	N/A	N/A

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Antelope Valley Health Center	Various	13,600

**ANTELOPE VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am – 5:00 pm	5	11:30am - 8:00 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm		
Swing: 11:30 am – 8:00pm	1	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 4:00pm – 8:00pm	1	4	Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	13600	
Staff in Building (County + Contractor)	10	
Approximate Number of Persons Entering/Exiting Building Per Month	3200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	150	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	0	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	37	
Number of Single Fold Paper Towel Dispensers	30	
Number of Soap Dispensers	38	Liquid
Number of Restrooms (ALL)	12	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**ANTELOPE VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	4	Pickups Per Week	1	Autoclave (Y/N)	
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	Every other Day	Trash Compactor (Y/N)	N
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	3	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	33	12
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

* Vendor if subcontracted

ADDITIONAL INFORMATION
1. Shredder bins are emptied by a separate County contractor.

**LAKE LOS ANGELES COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Lake Los Angeles Community Clinic (LLACC) is located at 16921 E. Avenue O, Space G, Lake Los Angeles, CA 93591. The facility provides the following services:

Primary Care (Adult and Pediatric)
Laboratory

LLACC is a leased facility, approximately 2,457 square feet. The Clinic houses approximately 6 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Lake Los Angeles Community Clinic	Monday: 8:00 a.m. – 4:30 p.m. Wednesday: 8:00 a.m. to 4:30 p.m. Friday: 8:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Laboratory
- 2) Ambulatory Care Clinics
 - a) Primary Care (Adult and Pediatric)
- 3) Public Areas
 - a) Lobby, Hallways, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices

**LAKE LOS ANGELES COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- 2) Interview and Consultation Offices
- 3) Registration
- 4) Staff Lounge
- 5) Medical Records

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal
- 4) Wheel Chairs
- 5) Windows

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	2,426	2,446	1,314

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
LLACC		2,500

**LAKE LOS ANGELES COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 4:30 pm	3x	4:30pm - 8:30 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	1	4	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	2500	
Staff in Building (County + Contractor)	1	
Approximate Number of Persons Entering/Exiting Building Per Month	50	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	35	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	0	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	9	
Number of Single Fold Paper Towel Dispensers	9	
Number of Soap Dispensers	9	Liquid
Number of Restrooms (ALL)	2	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**LAKE LOS ANGELES COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	1	Pickups Per Week	1	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	0	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**Window Cleaning		
Number of Windows/Exterior Glass	7	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

* Vendor if subcontracted

ADDITIONAL INFORMATION
1. Shredder bins are not emptied by housekeeping contractor.

**LITTLEROCK COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Littlerock Community Clinic (LRCC) is located at 8201 Pearblossom Highway, Littlerock, CA 93543. The health center provides the following services:

Primary Care (Adult and Pediatric)
Pediatric Behavior Disorders
Laboratory

LRCC is a leased facility, approximately 3,200 square feet. The Clinic houses approximately 6 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Littlerock Community Clinic	Tuesday and Thursday 8:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Laboratory
- 2) Patient care areas
 - a) Primary Care (Adult and Pediatric)
 - b) Pediatric Behavior Disorders Clinic
- 3) Public Areas
 - a) Lobby, Hallways, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices

**LITTLEROCK COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

- 3) Registration
- 4) Staff Lounge
- 5) Medical Records

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal
- 4) Wheel Chairs
- 5) Windows

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	1,951	1,941	1,036

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Littlerock Community Clinic	Clinic	3,200

**LITTLEROCK COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 4:30 pm	2	4:30 pm - 8:30 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm	Area Manager	8
Swing: 3:00 pm – 11:30 pm	1	4	Swing: 3:00 pm – 11:30 pm		8
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		8

Facility Specifications

Gross Square Footage	3200	
Staff in Building (County + Contractor)	1	
Approximate Number of Persons Entering/Exiting Building Per Month	60	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	45	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	0	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	14	
Number of Single Fold Paper Towel Dispensers	14	
Number of Soap Dispensers	14	Liquid
Number of Restrooms (ALL)	2	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**LITTLEROCK COMMUNITY CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	1	Pickups Per Week	Every other Week	Autoclave (Y/N)	
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	Weekly	Trash Compactor (Y/N)	N
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**Window Cleaning		
Number of Windows/Exterior Glass	14	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

* Vendor if subcontracted

ADDITIONAL INFORMATION
1. Shredder bins are not emptied by housekeeping contractor.

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

South Valley Health Center (SVHC) is located at 38350 40th Street East, Suites 100, 110, and 220, Palmdale, CA 93550. The health center currently provides the following services:

Urgent Care
Primary Care (adult and pediatric)
Surgical Subspecialty Clinics (ENT, GYN, Orthopedics, Podiatry, Surgery and Urology)
Laboratory
Radiology

SVHC is a leased building, Suites 100 and 110 are approximately 14,408 square feet.

A new pediatric clinic will be opened in Suite 220. The clinic is anticipated to become operational during FY 2009-10. Suite 220 includes a conference room and space for medical records storage with approximately 6,072 square feet. (NOT YET OPEN)

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Urgent Care Clinic	8:00 a.m. to 12:30 am, 7 day per week
Primary Care Clinic	Monday through Friday: 8:00 a.m. to 8:30 p.m. Saturday: 8:00 a.m. to 4:30 p.m.
FY 2009-10 Pediatric Clinic	Monday through Friday 8:00 a.m. to 4:30 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ancillary Services Areas
 - a) Radiology Areas
 - b) Laboratory
 - c) Medical Records
- 2) Ambulatory Care Clinics – Three Clinic Modules

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- a) Urgent Care/Specialty Clinics
- b) Primary Care (Adult and Pediatric)
- c) Pediatric Care Clinic
- 3) Public Areas
 - a) Lobbies (1st & 2nd floors), Hallways, Elevator, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Patient Registration
- 4) Staff Lounge
- 5) Medical Records

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal
- 4) Wheel Chairs
- 5) Windows
- 6) Parking lot

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009-January 2010 (7 Months)
SVHC	47,381	46,466	28,242

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
SVHC	SVHC	14,408
Medical Records 2 nd floor	SVHC	2,000
	GRAND TOTAL:	16,408
*NOTE: NEW AND ADDITIONAL AREAS will be priced in an Amendment to be negotiated (SQUARE FOOTAGE NOT INCLUDED IN GRAND TOTAL ABOVE)		

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Pediatric Clinic 2 nd Floor (FY 2009-10)	SVHC	6,072

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 1:00 am	7	8:00 am - 1:00 am

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 8:00am – 4:30 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 4:30 pm – 1:00am	2	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	16,408	
Staff in Building (County + Contractor)	15	
Approximate Number of Persons Entering/Exiting Building Per Month	4900	
Number of Floors	2	
Number of Stairwells	1	
Number of Elevators	1	
Approximate Number of Light Fixtures	160	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	0	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	50	
Number of Single Fold Paper Towel Dispensers	40	
Number of Soap Dispensers	50	Liquid
Number of Restrooms (ALL)	9	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	2	Pickups Per Week	1	Autoclave (Y/N)	NO
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	2	Trash Compactor (Y/N)	
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

*Window Cleaning			
Number of Windows/Exterior Glass	63	Interior Partition Glass/Doors	16
Who is Responsible for Window Cleaning?	Contractor	Vendor*	

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

**SOUTH VALLEY HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
<ol style="list-style-type: none">1. Shredder bins are not emptied by housekeeping contractor.2. The 20,480 sq ft includes the Medical Records section on the 2nd floor but does not include the new Pediatric Clinic due to be opened in FY 2009-2010.3. The housekeeping contractor does not clean the parking lot.

**ACTON HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Acton Health Clinic (AHC) is located at 30500 Arrastre Canyon Road, Acton, CA 93510. AHC provides basic adult outpatient medical services for the clients of the residential alcohol and substance abuse rehabilitation center.

AHC is operated by High Desert Health System (HDHS) and is located on the multi-building County owned and operated Antelope Valley Rehabilitation Center campus.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
<p>Acton Health Clinic (Clinic Hours of Operation are established by clinic administrators and will be maintained 7 days/week)</p> <p>Housekeeping coverage will be provided 7 days per week during hours of operation</p>	<p>Monday through Friday: 7:00 a.m. to 10:30 p.m.</p> <p>Saturday, Sunday and Holidays: 7:30 a.m. to 8:15 p.m.</p> <p>11:00 a.m. – 4:30 p.m.</p>

3. CLEANING REQUIREMENTS

There are two levels of cleaning services: Level 1 Intensity (Patient Care areas), and Level 3 Intensity (Miscellaneous Services).

3.1 LEVEL 1 INTENSITY (PATIENT/PATIENT CARE AREAS)

- 1) Ambulatory Care Clinics
 - a) Primary Care (Adult) Walk-In Medical Services

3.2 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal to main dumpster
- 4) Wheel Chairs
- 5) Interior Windows

**ACTON HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Acton Health Clinic	2,718	1,669	719

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Acton Health Clinic	N/A	3,748
Medical Records Trailer	N/A	Less than 500
	GRAND TOTAL:	4,240

**ACTON HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 5:30 pm	7	11:00 am - 4:30 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	1	5	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	4,240	
Staff in Building (County + Contractor)	9	
Approximate Number of Persons Entering/Exiting Building Per Month	3000	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	43	
Number of Parking Lots	0	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers	3	Liquid
Number of Restrooms (ALL)	2	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**ACTON HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	1	Pickups Per Week	1	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**Window Cleaning		
Number of Windows/Exterior Glass	45	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**ACTON HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
<ol style="list-style-type: none">1. The square footage of the Medical Records Trailer is less than 500 square feet and is cleaned weekly.2. There is one exam room and one treatment room.3. Shredder bins are not emptied by Housekeeping contractor.4. Current Housekeeping contractor puts trash outside in front of the building and County personnel picks up and takes to the bin.

**WARM SPRINGS HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Warm Springs Health Clinic is located at 38200 North Lake Hughes Road, Castaic, CA 91310. The Clinic provides basic adult outpatient medical services for the clients of the residential alcohol and substance abuse rehabilitation center

Warm Springs Health Clinic is operated by High Desert Health System and is located on the multi-building Warm Springs Rehabilitation Center campus, approximately 1.739 square feet.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Warm Springs Health Clinic	Monday through Friday: 7:00 a.m. to 9:45 p.m. Saturday, Sunday and Holidays: 7:15 a.m. to 7:45 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ambulatory Care Clinics
 - a) Primary Care (Adult) Walk-In Medical Services
- 2) Public Areas
 - a) Lobby, Public Waiting Areas
 - b) Public Toilets
 - c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Patient Registration
- 4) Staff Lounge
- 5) Medical Records

**WARM SPRINGS HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mats
- 2) Sidewalks, Ramps, Sides of Buildings
- 3) Solid Waste Collection and Removal
- 4) Windows

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Warm Springs Health Clinic	1,758	1,500	664

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Warm Springs Clinic	Clinic	2,000

**WARM SPRINGS HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00 am - 9:30 pm	7	5:00 pm - 9:00 pm

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm			Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	1	4	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	2000	
Staff in Building (County + Contractor)	5	
Approximate Number of Persons Entering/Exiting Building Per Month	200	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	16	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	0	
Number of Kitchenettes (including nursing stations)	1	
Number of Sinks	3	
Number of Single Fold Paper Towel Dispensers	3	
Number of Soap Dispensers	3	Liquid
Number of Restrooms (ALL)	4	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

**WARM SPRINGS HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	1	Pickups Per Week	Every other Week	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	N
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning			
Number of Windows/Exterior Glass	14	Interior Partition Glass/Doors	0
Who is Responsible for Window Cleaning?	Contractor	Vendor*	

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

**WARM SPRINGS HEALTH CLINIC
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
1. Shredder bins are not emptied by housekeeping contractor.

**DHS ADMINISTRATIVE OFFICES – COMMERCE
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Department of Health Services (DHS) Administrative Office – Commerce is located at 5555 Ferguson Drive, City of Commerce, CA 90022

A non-health care facility with the following services: Center for Disease Control (CDC), DHS and Public Health Facilities Management, DHS and DPH Human Resources, Fiscal Services, Environmental Health, Invoice Processing, DHS and Public Health Materials Management, DHS and Public Health Information Systems, Public Health Investigation (PHI), DHS and Public Health Centralized Contract Monitoring, Lead Control Program, Office of Ambulatory Care, Consolidated Business Office, and Corporate Office of GPO & Standardization.

Number of employees housed at this facility: 1100 staff employees

DHS Administrative Office – Commerce is a facility with three (3) floors. There is an EMS trailer on the property that also requires housekeeping services.

2. FACILITY HOURS OF OPERATION

Listed below are Facility Hours of Operation.

FACILITY	HOURS
DHS Administrative Offices – Commerce	Monday through Friday 6:00 a.m. to 6:00 p.m.
Emergency Medical Services – Trailer	6:00 a.m. to midnight, Monday through Friday

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (IN-PATIENT CARE AREAS)

N/A

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

1) Administrative Offices

**DHS ADMINISTRATIVE OFFICES – COMMERCE
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- 2) Restrooms
- 3) Conference Rooms
- 4) Cafeteria (eating area only)
- 5) Hallways/Lobbies
- 6) EMS Trailer
- 7) Elevator

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Staff Lounge
- 2) Floor Mat Placement
- 3) Sidewalks, Ramps, Dock Areas, Sides of Buildings
- 4) Stairs and Landings
- 5) Warehouse
- 6) Waste Collection and Removal
- 7) Windows and Blinds
- 8) Parking lots

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
DHS Administrative Office – Commerce	950	1100	1100

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
DHS Administrative Offices – Commerce		286,969
EMS Trailer		1,440
	GRAND TOTAL:	288,409

**DHS ADMINISTRATIVE OFFICES – COMMERCE
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 5:00pm	M-F	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm	2	8	Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	9	8	Swing: 3:00 pm – 11:30 pm	1	8
Graveyard: 11:00 pm – 7:30 am			Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	288,409	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	3	
Number of Stairwells	5	
Number of Elevators	4	
Approximate Number of Light Fixtures	5,825	
Number of Parking Lots	3	
Number of Cafeterias	1	
Number of Kitchen Areas	9	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	95	
Number of Single Fold Paper Towel Dispensers	60	
Number of Soap Dispensers	60	Liquid
Number of Restrooms (ALL)	25	
Number of Sanitary Napkin Dispensers	1	
Number of Tampon Dispensers	1	

**DHS ADMINISTRATIVE OFFICES – COMMERCE
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	0	Pickups Per Week	0	No	
Who is Responsible for Medical and Bio-hazardous Waste Collection and Storage?	Contractor	N/A			

Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	1	Trash Compactor (Y/N)	Yes
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	4	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

NOTE: Answer provided under the Questions and Answers, No. 85 is incorrect.

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	1,600	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**DHS ADMINISTRATIVE OFFICES – COMMERCE
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

<u>ADDITIONAL INFORMATION</u>
<ol style="list-style-type: none">1. The carpet to vinyl/tile percentage breakdown for DHS is 60% carpet; 40% vinyl/tile.2. At Department of Health Services (DHS) Administrative Offices, sanitizer is only used in Live Scan rooms (5 gallons per month) Hand soap in Restrooms (40 gallons per month)3. Shredder bins are emptied by a separate County contractor in the trailer area; main building shredder bins are emptied by the housekeeping contractor.4. There are approximately 700 cubicles in the building.5. The County cleans the roof of the building.

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

El Monte Comprehensive Health Center (EMCHC) is located at 10953 Ramona Blvd., El Monte, CA 91731, is an Ambulatory Outpatient Services Site and offers a wide array of clinical and ancillary services including:

Adult and Family Medicine	Gynecology
Family Planning	Prenatal
Pediatrics	Pediatrics Allergy/Asthma
Pediatrics Cardiology	Pediatrics Renal
Dental	Cardiology
Colposcopy	Nephrology
Ophthalmology	Optometry
Podiatry	Same Day Appointment

ENCHC is a two-story facility and also has a Medical Mobile Clinic. The clinic has approximately 230 employees.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
General Clinic Adult Clinic Same Day Services (except where indicated on the attached clinic schedule.)	Monday through Friday 8:00 a.m. to 5:00 p.m. Saturday: 8:00 a.m. to 5:00 p.m.
Adult	Monday through Friday 8:00 a.m. to 5:00 p.m.
Gynecology	Monday through Friday 8:00 a.m. to 5:00 p.m.
Prenatal	Thursday 8:00 a.m. to 12:00 p.m. Friday: 1:00 p.m. to 5:00 p.m.
Pediatrics	Monday through Friday 8:00 a.m. to 5:30 p.m.

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

FACILITY	HOURS
Family Planning	Monday, Wednesday and Friday 8:00 a.m. to 5:00 p.m. Every other Saturday 8:00 a.m. to 5:00 p.m.
Same Day Appointment (Adult/Family Medicine Walk-in)	Monday through Friday 8:00 a.m. to 8:30 p.m. Saturday: 8:00 a.m. to 5:00 p.m.
Dental	Monday through Friday 8:00 a.m. to 5:00 p.m.
Cardiology	Thursday 8:00 a.m.-5:00 p.m.
Colposcopy	Wednesday 8:00 a.m. to 12:00 p.m. Thursday 8:00 a.m. to 5:00 p.m.
Nephrology	Tuesday 8:00 a.m. to 12:00 p.m.
Optometry	Monday 1 st am of month 8:00 a.m.-12:00 p.m. Wednesday, Thursday, Friday 8:00 a.m. to 5:00 p.m.
Pediatrics Allergy/Asthma	2 nd Tuesday of the month 10:00 a.m. to 2:00 p.m.
Pediatrics Cardiology	3 rd Wednesday of the month 8:00 a.m. to 12:00 p.m.
Pediatrics Renal	1 st Tuesday of the month 1:00 p.m. to 5:00 p.m.

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

FACILITY	HOURS
Podiatry	Monday 8:00 a.m. to 5:00 p.m. Tuesday (every other) 8:00 a.m. to 5:00 p.m. Wednesday, Thursday 12:00 p.m. to 5:00 p.m. Friday 8:00 a.m. to 5:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Patient Care Areas
 - a) All Exam Rooms
 - b) Central Services Area
 - c) Restrooms
 - d) Office Areas
 - e) Staff Rooms
 - f) Direct Patient Care Areas
 - g) Surgical Area
 - h) Mobile Clinic
 - i) Isolation Rooms
- 2) Ancillary Services Areas
 - a) Radiology
 - b) Pharmacy
 - c) Laboratory/Phlebotomy Area
- 3) Ambulatory Care Clinics First Floor
 - a) Adult Walk-In

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- b) Women's Clinic
- 4) Ambulatory Care Clinics Second Floor
 - a) Adult Clinic Appointment
 - b) Adult Specialty Clinic
 - c) Adult Primary Clinic
 - d) Dental Clinic
 - e) Pediatric Clinic
- 5) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas
 - b) Public Restrooms
 - c) Public Telephones/Patient Appointment Telephones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) All Restrooms
- 2) Administrative Offices
- 3) Health Information Management (Medical Records)
- 4) Housekeeping Closets/Office
- 5) In-House and Outside Warehouse
- 6) Itemized Data Collections Office
- 7) Maintenance Office
- 8) Managed Care Office
- 9) Medi-Cal Offices
- 10) Patient Financial Services
- 11) Safety Police
- 12) Staff Rooms
- 13) Storage Closets
- 14) Miscellaneous Office
- 15) Meeting Areas
 - a) Auditorium
 - b) Conference Room
 - c) Classroom
 - d) Room 106

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3.3 LEVEL 3 INTENSITY (SPECIALIZED SERVICES)

- 1) Floor Mat Placement/Entrances
- 2) Loading dock/Walkways, Ramps
- 3) Stairs, Stairwells and Landings
- 4) Computer Closets
- 5) Solid Waste Collection and Removal Areas
- 6) Wheel Chairs
- 7) Window Washing
- 8) Parking Lot
- 9) Telephone Closets

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009-January 2010 (7 Months)
Outpatient Visits	88,484	85,787	49,300

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Clinic	89,235
Health Center Patient Parking Lot	Parking Lot	19,000
Health Center Employee Parking Lot	Parking Lot	16,256
Mobile Medical Clinic	Clinic	490
Medical Records Annex	Records	8,100
GRAND TOTAL:		133,081

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
7:00am to 8:30pm	M-F	Same
8:00am to 4:30pm	Sat	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm	1	8	Day: 7:30am – 3:30 pm		
Swing: 3:00 pm – 11:30 pm	6	8	Swing: 3:00 pm – 11:30 pm	1	8
Graveyard: 11:00 pm – 7:30 am	0		Graveyard: 11:00 pm – 7:30 am		

Facility Specifications

Gross Square Footage	133,081	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	2	
Approximate Number of Light Fixtures	1500	
Number of Parking Lots	3	
Number of Cafeterias	0	
Number of Kitchen Areas	10	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	200	
Number of Single Fold Paper Towel Dispensers	200	
Number of Soap Dispensers	200	Liquid
Number of Restrooms (ALL)	55	
Number of Sanitary Napkin Dispensers	15	
Number of Tampon Dispensers	0	

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	4	Pickups Per Week	1	Autoclave (Y/N)	none

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.
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Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	1
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	3	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

**Window Cleaning			
Number of Windows/Exterior Glass	62	Interior Partition Glass/Doors	62
Who is Responsible for Window Cleaning?	Contractor	Vendor*	Yes

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

Describe Special Cleaning or Operational Requirements
<p>Cubicle Drapes are to be removed, cleaned and pressed.</p> <p>Steam clean all of the walkways and entrances to facility.</p>

**EL MONTE COMPREHENSIVE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The number of surgical procedures performed at El Monte Comprehensive Health Center when active is 5 procedures/cases. This site is currently inactive.
2. There are 5-7 room moves and room set ups provided per week at the El Monte Comprehensive Health Center. This includes setting up tables, chairs for meetings; this is done daily (one setup per day, if other meeting are being conducted, the first setup for the day remains).
3. The carpet to vinyl/tile percentage breakdown for El Monte Comprehensive Health Center is 20% carpet; 80% vinyl/tile.
4. The name and quantity of hand sanitizer used at El Monte Comprehensive Health Center is Alcare Antiseptic Hand rub foam 9 oz bottles.
5. Shredder bins are not emptied by housekeeping contractor.
6. Hand sanitizers will be installed in the building.

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

La Puente Health Center is located is at 15930 Central Avenue, La Puente, CA 91744. The Center is an Ambulatory Care Outpatient Services facility and offers primary care including: Adult, Gynecology, Prenatal, Family Planning, Pediatrics, Triage/Immunizations and same day appointments.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are Facility Hours of Operation.

FACILITY	HOURS
General Clinic	Monday through Friday 8:00 a.m. to 5:00 p.m.
Adult	Monday: 10:00 a.m. to 6:30 p.m. Tuesday through Friday 8:00 a.m. to 5:00 p.m.
Gynecology	Wednesday 8:00 a.m. to 5:00 p.m.
Prenatal	Wednesday 8:00 a.m. to 5:00 p.m.
Family Planning	Friday: 8:00 a.m. to 5:00 p.m.
Pediatrics	Monday through Friday 8:00 a.m. to 5:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ambulatory Care Clinics
 - a) Pediatric Clinic
 - b) Women's Clinic
 - c) Adult Clinic/Triage
- 2) Public Areas
 - a) Lobbies, Hallways, Public Waiting Areas

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- b) Public Restrooms
- c) Public Pay Phones

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Administrative Offices
- 2) Interview and Consultation Offices
- 3) Registration
- 4) Lounge
- 5) Medical Records File Room
- 6) Audio Room
- 7) Vaccine Room

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Staff Lounge
- 2) Floor Mat Placement
- 3) Sidewalks, Ramps, Dock Areas, Sides of Buildings
- 4) Stairs and Landings
- 5) Waste Collection and Removal
- 6) Wheel Chairs
- 7) Windows
- 8) Parking Lot

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Outpatient Visits	7,781	7,965	4,956

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	Clinic	11,000
Shared Parking Lot	Clinic	12,000
	GRAND TOTAL:	23,000

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
8:00am to 5:00 pm	M-F	Day Time

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day Shift: 11:00 a.m. to 7:30.p.m. (no other shifts required).	1	8			

Facility Specifications

Gross Square Footage	11,000	
Staff in Building (County + Contractor)	Contractor	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	1	
Number of Stairwells	0	
Number of Elevators	0	
Approximate Number of Light Fixtures	226	
Number of Parking Lots	1	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	19	
Number of Single Fold Paper Towel Dispensers	19	
Number of Soap Dispensers	19	Liquid
Number of Restrooms (ALL)	7	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	1	Pickups Per Week	1	Autoclave (Y/N)	No

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.
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Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week	1	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	1	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	20	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if subcontracted

Describe Special Cleaning or Operational Requirements
Clean, press, hang, remove cubicle drapes, quarterly and or as needed.

**LA PUENTE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The number of surgical procedures performed at La Puente Health Center when active is 5 procedures/cases. This site is currently inactive.
2. There are 5-7 room moves and room set ups provided per week at the La Puente Health Center. This includes setting up tables, chairs for meetings; this is done daily (one setup per day, if other meeting are being conducted, the first setup for the day remains).
3. The carpet to vinyl/tile percentage breakdown for La Puente Health Center is 2% carpet; 98% vinyl/tile (square 12"X12").
4. The name and quantity of hand sanitizer used at La Puente Health Center is Alcare Antiseptic Hand rub foam 9 oz bottles.
5. Shredder bins are not emptied by housekeeping contractor.
6. Hand sanitizers will be installed in the building.

**RUTH TEMPLE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Ruth Temple Health Center is located at 3834 South Western Avenue, Los Angeles, CA 90062

The center provides screening, consultation and treatment for Sexually Transmitted Diseases.

This health center is a three level brick building, which includes a basement. The number of County Public Health Ruth Temple Health Center employees housed at this facility is 18.

This health center is shared with a non-County agency known as a Public-Private Partnership, T. H. E. Clinic. T. H. E. occupies approximately 52% of the building.

Housekeeping services would only be required for the County Public Health space which is approximately 48% of the building.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are facility hours of operation.

FACILITY	HOURS
Sexually Transmitted Disease clinic	Monday, Tuesday, Wednesday and Friday 7:30 a.m. to 10:30 a.m. 12:00 p.m. to 2:30 p.m. Thursday: 10:00 a.m. to 12:30 p.m. 2:00 p.m. to 5:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Ambulatory Care Clinic Areas
 - a) Sexually Transmitted Disease clinic
 - b) areas used by employees, patients and visitors
- 2) Lobbies, Hallways, Waiting Areas
- 3) Restrooms
- 4) Miscellaneous Service Areas

**RUTH TEMPLE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Office Areas
- 2) Business Office
- 3) Interview and Consultation Offices
- 4) Registration Area
- 5) Medical Record File Rooms
- 6) Nursing Office
- 7) Physician's Office
- 8) Security Office
- 9) Area Health Office (Administration)
- 10) Public Health Investigation
- 11) Non-Office Areas
 - a) Computer Room, Room 201
 - b) Staff Lounge, Room B105 (basement)
 - c) Conference Room, Room B103 (basement)

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Telephone Closets
- 2) Janitor Closets
- 3) Floor Mat Cleaning
- 4) Sidewalks, Ramps, Side of Buildings
- 5) Stairs and Landings
- 6) Waste Collection and Removal
- 7) Window Washing
- 8) Parking Lots (annex and main building)

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009-January 2010 (12 Months)
Outpatient	6,925	6,307	5,856 estimate for twelve months

**RUTH TEMPLE HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Visits*			
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* from the Community Health Services PHIS report.

5. FACILITY SQUARE FOOTAGE

The facility description and health center square footage is listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Ruth Temple Health Center building	Complete building	33,143
County space		Approximately 48% of the 33,143 square footage. Housekeeping services would only be required for County Public Health occupied space.

**RUTH TEMPLE PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications				
Hours of Operation	Days of Operation	Cleaning Hours		
7:00am to 5:00pm	M-F	Same		
This is for the County Public Health portion of the building. Public Private partnership, T. H. E. Clinic, has different hours. Housekeeping services required for the County Public Health portion only, of the Ruth Temple Health Center.				

Staffing	Housekeepers			Supervisors
Shift	No.	Hours	Shift	No. and Hours
Day: 6:30am – 3:00 pm	1	8	Day: 7:30am – 3:30 pm	Off Site – Hours Vary
Swing: 4:00 pm – 12:30 am	2	8	Swing: 3:00 pm – 11:30 pm	Off Site – Hours Vary
Graveyard: 11:00 pm – 7:30 am	Not Applicable	Not Applicable	Graveyard: 11:00 pm – 7:30 am	Not Applicable

Facility Specifications			
Gross Square Footage	33,143 is building: County Pubic Health is 48% approximately, T.H.E. is 52% approximately		
Staff in Building (County + Contractor)	18 County Public Health and T. H. E. public-private partnership (# of T.H.E. staff not provided.		
Approximate Number of Persons Entering/Exiting Building Per Month	Not available		
Number of Floors	3 (includes basement)		
Number of Stairwells	4		
Number of Elevators	1		
Approximate Number of Light Fixtures	625		
Number of Parking Lots	2 – shared with the Public Private partnership, T. H. E. Clinic		
Number of Cafeterias	0		
Number of Kitchen Areas	1		
Number of Kitchenettes (including nursing stations)	0		
Number of Sinks	45		
Number of Single Fold Paper Towel Dispensers	35		
Number of Soap Dispensers	35	Liquid	
Number of Restrooms (ALL)	13		
Number of Sanitary Napkin Dispensers	0		
Number of Tampon Dispensers	0		

**RUTH TEMPLE PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Medical and Bio-hazardous Waste Removal					
Number of Sealed Containers	2	Pickups Per Week 2	Not available	Autoclave	No
Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.			

Trash/Solid Waste Removal					
Number of Trash Bins	1	Pickups Per Week 2		Trash Compactor	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	60	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**RUTH TEMPLE PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The carpet to vinyl/tile percentage breakdown is 10% carpet and 90% tile.
2. The name and quantity of hand sanitizer used at Ruth Temple Health Center is Woodward's Hand Cleanse; 36 bottles last year.
3. The Supervisor is not located on site. The Supervisor will come to the site routinely at different times (morning, afternoons etc.) to oversee the housekeeping staff (always during the housekeepers hours) or when requested.

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: HEALTH AND PATIENT CARE SERVICES

Whittier Health Center is located at 7643 South Painter Avenue, Whittier, CA 90602
The Center provides health and patient care services including: Tuberculosis, Sexually Transmitted Disease, CD Triage and Immunizations.

Whittier Health Center is a two level building (no elevator). The number of employees housed at this facility is 76 including: Area health Officer, Area Medical Director, Nurse Manager, SPA Administrator, Facility Administrator, Health Educator, Public Health Investigators, Public Health Nurses, Community Liaisons, Community Workers, support staff, TB Control and Registrars.

2. FACILITY HOURS OF OPERATION FOR CLINICS

Listed below are facility hours of operation.

FACILITY	HOURS
Tuberculosis (By appointment)	Monday, Tuesday, Wednesday 8:00 a.m. to 11:30 a.m.
M.D. (Physician)	Thursday: 12:30 p.m. to 4:30 p.m.
ERN (Nurse)	Tuesday and Friday AM 8:00 a.m. to 11:30 a.m. Thursday: 4:00 p.m. to 6:00 p.m.
Sexually Transmitted Disease	Monday and Tuesday PM 12:00 p.m. to 3:00 p.m. Thursday: 4:00 p.m. to 6:00 p.m.
CD Triage (Walk-In)	Monday, Tues, Wednesday, Friday AM 8:00 a.m. to 11:30 a.m. Tuesday, Wednesday, Thursday and Friday PM 12:30 p.m. to 4:30 p.m.
Immunizations (Walk-In)	Monday, Wednesday and Friday AM 8:00 a.m. to 11:30 a.m. Monday, Wednesday, Thursday and Friday PM 12:30 p.m. to 3:30 p.m.

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Patient Care areas), Level 2 Intensity (Non-Patient/Non-Public Areas), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (PATIENT CARE AREAS)

- 1) Patient Care Areas
 - a) Chest Clinic
 - b) Sexually Transmitted Disease Clinic
 - c) Immunization/Triage Clinic Areas
 - d) Isolation Rooms
- 2) Central Services Areas
 - a) Radiology
 - b) Laboratory
 - c) DOT and Pharmacy
 - d) Patient Waiting Areas
- 3) All Restrooms (including public restrooms)

3.2 LEVEL 2 INTENSITY (NON-PATIENT/NON-PUBLIC AREAS)

- 1) Office Areas
 - a) Administrative Offices
 - b) Medical Records Room
 - c) Other Offices (Information Systems, Mechanical, Safety Police)
- 2) Non-Office Areas
 - a) Conference Rooms, Kitchen
 - b) Supply Rooms

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Floor Mat Placement/Entrances
- 2) Second Floor Foyer, Walkways, Ramps
- 3) Stairs and Landings
- 4) Solid Waste Collection and Removal Areas
- 5) Wheel Chairs
- 6) Window Washing

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- 7) Parking Lot
- 8) Lobbies, Hallways, Waiting Areas
- 9) Public drinking fountains
- 10) Public pay phones
- 11) Boiler Room
- 12) Mechanical Room

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009(12 Months)	FISCAL YEAR July 2009-January 2010 (7 Months)
Outpatient Visits*	35,743	34,786	34,668 Estimate

*Taken from the Community Health Services (CHS) Public Health Visit report.

5. FACILITY SQUARE FOOTAGE

The facility description and Whittier Health Center square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Health Center	first floor and second floor	19,279
Parking Lot	Shared with two city agencies: Whittier Community Center, Whittier Senior Center	5,716

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
7:00am to 5:00pm	M-F	Same

Staffing	Supervisors			
Shift	No.	Hours	No.	Hours
Day: 7:30am – 3:30 pm	1	8	Off Site – Hours vary	
Swing: 5:00 pm – 1:30 am	1	8	Off Site – Hours vary	
Graveyard: 11:00 pm – 7:30 am	Not Applicable		Not Applicable	

Facility Specifications

Gross Square Footage	19,279	
Staff in Building (County + Contractor)	All County Public Health staff	
Approximate Number of Persons Entering/Exiting Building Per Month	Patient s = 2,027 Whittier HC employees = 76 Total = 2,103	
Number of Floors	2	
Number of Stairwells	2	
Number of Elevators	0	
Approximate Number of Light Fixtures	370	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	28	
Number of Single Fold Paper Towel Dispensers	27	
Number of Soap Dispensers	25	Liquid
Number of Restrooms (ALL)	11 (with 14 toilets & 2 urinals)	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers		
Medical and Bio-hazardous Waste Removal		

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

Number of Sealed Containers	2	Pickups Per Week = 1 / wk	Autoclave (Y/N)	No
Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	Contractor	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.		

Trash/Solid Waste Removal				
Number of Trash Bins	2	Pickups Per Week	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	City of Whittier*			

Parking Lot Sweeping		
Number of parking lots	1	Vendor*
Who is responsible for parking lot sweeping?	Contractor	

Pest Control		
Who is responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	40	Interior Partition Glass/Doors
Who is responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**WHITTIER PUBLIC HEALTH CENTER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING, AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. At Whittier Health Center, the conference room may need to be in a classroom set up as needed.
2. The carpet to vinyl/tile percentage breakdown roughly 20% Carpet and 80% Vinyl.
3. The approximate quantities of products used at Whittier Health Center:
 - Papers: Toilet Paper 8 boxes of 12 rolls per box per month
 - Hand Towels 10 boxes per month
 - Toilet Seat Covers, 2 boxes of 20, each pack per box
 - Plastic: 40 x 46 plastic bags, 2 boxes (125 rolls per box) per month
 - 24 x 24, 2 boxes (125 rolls per box) per month
 - 30 36 (red bags) 1 box (125 rolls per box) per month.
4. Shredder bins are emptied by housekeeping contractor in addition to recycling bins.

**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

1. INTRODUCTION: PUBLIC HEALTH SERVICES

Public Health Laboratory (PHL) and Trailer is located at 12750 Erickson Avenue, Downey, CA, 90242. The Public Health Laboratory is a specially-licensed laboratory responsible for supporting all disease control and environmental health activities within Public Health Programs and Services. The PHL supports epidemiologic investigations and programs to prevent and control infectious disease and pollution of air, water, and food. The PHL provides laboratory services for county public health and personal health centers, 6 county hospitals, county environmental management and veterinary units, and private providers.

The PHL is operated and maintained by a team of over 124 employees and numerous contractor groups.

2. FACILITY HOURS OF OPERATION

Listed below are Facility Hours of Operation.

FACILITY	HOURS
Laboratory/Support Services (Main Facility & Trailer)	Monday through Saturday 6:00 a.m. to 6:00 p.m.
Administrative (Main Facility and Trailer)	Monday through Friday 6:00 a.m. to 6:00 p.m.

3. FACILITY CLEANING REQUIREMENTS

There are three levels of cleaning services: Level 1 Intensity (Laboratory Areas/Offices), Level 2 Intensity (Storage/External/Non-Occupied), and Level 3 Intensity (Miscellaneous Services). If cleaning levels are not required, it will be noted as Not Applicable (N/A).

3.1 LEVEL 1 INTENSITY (LABORATORY AREAS/OFFICES)

- 1) Main Laboratory Section Areas (Including Autoclave Room, Room 119)
 - a) Bacteriology / Parasitology
 - b) Central Accessioning (including Sample Delivery & Courier Vestibule/ Lobby)
 - c) Molecular Testing (Including Dark Room, Room 177)
 - d) Mycobacteriology (including HPLC, TB Processing, Microscopy Rooms)
 - e) Mycology
 - f) Sanitation

**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

- g) Serology
- h) Viral Load
- i) Virology (Rabies Testing)
- 2) All Restrooms
- 3) Non-Testing Areas and Hallway-Accessible Offices
 - a) Main Facility Lobbies, Waiting Areas outside Laboratory Section Areas
 - b) Downey Main Facility Hallways, (main floor and basement)
 - c) Central Non-Testing Service Areas within Main Facility campus
 - i) Media Preparation
 - ii) Labware Washroom
 - iii) Shipping & Receiving Areas
 - iv) Janitor's Closet
 - v) Training Room (Break Room)
 - d) Clerical Section

3.2 LEVEL 2 INTENSITY (STORAGE/EXTERNAL/NON-OCCUPIED)

- 1) Elevator, Elevator Lobby and Elevator-Associated Areas
- 2) Solid Waste Collection and Removal Areas
- 3) Stairs and Landings
- 4) External Facility Windows (outside window washing)
- 5) External Grounds

3.3 LEVEL 3 INTENSITY (MISCELLANEOUS SERVICES)

- 1) Special Access Areas
- 2) Restricted Areas

4. HISTORICAL SERVICE VOLUMES

Listed below are historical service volumes.

LOCATION	FISCAL YEAR July 2007- June 2008 (12 Months)	FISCAL YEAR July 2008- June 2009 (12 Months)	FISCAL YEAR July 2009- January 2010 (7 Months)
Visits	N/A	N/A	N/A

**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

5. FACILITY SQUARE FOOTAGE

The Facility Description and Department square footage are listed below.

LOCATION	DEPARTMENT	SQUARE FOOTAGE
Main Facility	Main Facility	33,420
Trailer	Trailer	5,760
	GRAND TOTAL:	39,180

**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Facility Specifications

Hours of Operation	Days of Operation	Cleaning Hours
6:00am to 6:00pm	M-F	Same
8:00am to 1:00pm	Sat	Same

Staffing	Housekeepers			Supervisors	
Shift	No.	Hours	Shift	No.	Hours
Day: 7:30am – 3:30 pm	1	8	Day: 7:30am – 3:30 pm	1	8
Swing: 3:00 pm – 11:30 pm	3	8	Swing: 3:00 pm – 11:30 pm		
Graveyard: 11:00 pm – 7:30 am	N/A	N/A	Graveyard: 11:00 pm – 7:30 am	N/A	N/A

Facility Specifications

Gross Square Footage	39,180	
Staff in Building (County + Contractor)	≥128	
Approximate Number of Persons Entering/Exiting Building Per Month	Not available	
Number of Floors	1	
Number of Stairwells	2	
Number of Elevators	1	
Approximate Number of Light Fixtures	552	
Number of Parking Lots	2	
Number of Cafeterias	0	
Number of Kitchen Areas	1	
Number of Kitchenettes (including nursing stations)	0	
Number of Sinks	54	
Number of Single Fold Paper Towel Dispensers	54	
Number of Soap Dispensers	54	Liquid
Number of Restrooms (ALL)	8	
Number of Sanitary Napkin Dispensers	0	
Number of Tampon Dispensers	0	

Medical and Bio-hazardous Waste Removal

Number of Sealed Containers	N/A	Pickups Per Week	N/A	Autoclave (Y/N)	No
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**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

Who is Responsible for Medical and Bio-Hazardous Waste Collection and Storage?	County	Medical and Bio-Hazardous Waste picked up from storage area by separate County Contractor.
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Trash/Solid Waste Removal					
Number of Trash Bins	2	Pickups Per Week	4	Trash Compactor (Y/N)	No
Who is Responsible for Trash Pick Up?	Contractor	Vendor*			

Parking Lot Sweeping		
Number of parking lots	2	
Who is Responsible for parking lot sweeping?	Contractor	Vendor*

Pest Control		
Who is Responsible for Pest Control?	Contractor	Vendor*

Window Cleaning		
Number of Windows/Exterior Glass	84	Interior Partition Glass/Doors
Who is Responsible for Window Cleaning?	Contractor	Vendor*

Who Provides Supplies?	County	No
	Contractor	Yes

*Vendor if Subcontracted

**PUBLIC HEALTH LABORATORY AND TRAILER
FACILITY DESCRIPTION, CLEANING REQUIREMENTS,
HOURS OF OPERATION, STAFFING AND SPECIFICATION SHEET**

ADDITIONAL INFORMATION

1. The carpet to vinyl/tile percentage breakdown: Approximately 5% Carpet 95% tile/vinyl/rubber. Rubber floor requires specialized cleaning products, such as Jonhsonite or similar product.
2. For access to specific sensitive areas, contractor's staff must be accompanied by an employee of the County designated by the Department of Public Health.
3. Shredder bins are emptied by a separate County contractor.
4. There is no patient volume as it is a laboratory facility only.
5. No aerosols can be used in the building as it contaminates tests.
6. Wet wipes must be used for all dusting of surfaces to reduce airborne dust particulates.
7. Cleaning of door handles is critical so as not to interference with test results.

CONTRACTOR'S EEO CERTIFICATION

CONTRACTOR'S EEO CERTIFICATION

Contractor Name

Address

Internal Revenue Service Employer Identification Number**GENERAL CERTIFICATION**

In accordance with Section 4.32.010 of the Code of the County of Los Angeles, the contractor, supplier, or vendor certifies and agrees that all persons employed by such firm, its affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, religion, ancestry, national origin, or sex and in compliance with all anti-discrimination laws of the United States of America and the State of California.

CONTRACTOR'S SPECIFIC CERTIFICATIONS

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1. | The Contractor has a written policy statement prohibiting discrimination in all phases of employment. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. | The Contractor periodically conducts a self analysis or utilization analysis of its work force. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. | The Contractor has a system for determining if its employment practices are discriminatory against protected groups. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. | Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Authorized Official's Printed Name and Title

Authorized Official's Signature

Date

COUNTY'S ADMINISTRATION

**COUNTY’S ADMINISTRATION
HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham
Title: Manager I, Facilities operation and Crafts
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8237 Facsimile: _____
E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland
Title: Bio Med Technician
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8560 Facsimile: _____
E-Mail Address: _____

**COUNTY'S ADMINISTRATION
ANTELOPE VALLEY HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham

Title: Manager I, Facilities operation and Crafts

Address: 44900 N. 60TH Street West

Lancaster, CA 93536

Telephone: 661-945-8237 Facsimile: _____

E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland

Title: Bio Med Technician

Address: 44900 N. 60TH Street West

Lancaster, CA 93536

Telephone: 661-945-8560 Facsimile: _____

E-Mail Address: _____

**COUNTY'S ADMINISTRATION
LAKE LOS ANGELES COMMUNITY CLINIC**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham
Title: Manager I, Facilities operation and Crafts
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8237 Facsimile: _____
E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland
Title: Bio Med Technician
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8560 Facsimile: _____
E-Mail Address: _____

**COUNTY'S ADMINISTRATION
LITTLEROCK COMMUNITY CLINIC**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham
Title: Manager I, Facilities operation and Crafts
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8237 Facsimile: _____
E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland
Title: Bio Med Technician
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8560 Facsimile: _____
E-Mail Address: _____

**COUNTY'S ADMINISTRATION
SOUTH VALLEY HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham
Title: Manager I, Facilities operation and Crafts
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8237 Facsimile: _____
E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland
Title: Bio Med Technician
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8560 Facsimile: _____
E-Mail Address: _____

**COUNTY'S ADMINISTRATION
ACTON HEALTH CLINIC**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham

Title: Manager I, Facilities operation and Crafts

Address: 44900 N. 60TH Street West

Lancaster, CA 93536

Telephone: 661-945-8237 Facsimile: _____

E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland

Title: Bio Med Technician

Address: 44900 N. 60TH Street West

Lancaster, CA 93536

Telephone: 661-945-8560 Facsimile: _____

E-Mail Address: _____

**COUNTY'S ADMINISTRATION
WARM SPRINGS HEALTH CLINIC**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Luther Wortham
Title: Manager I, Facilities operation and Crafts
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8237 Facsimile: _____
E-Mail Address: _____

FACILITY PROJECT MONITOR:

Name: Neil Copeland
Title: Bio Med Technician
Address: 44900 N. 60TH Street West
Lancaster, CA 93536
Telephone: 661-945-8560 Facsimile: _____
E-Mail Address: _____
Telephone: _____ Facsimile: _____
E-Mail Address: _____

**COUNTY'S ADMINISTRATION
DHS ADMINISTRATIVE OFFICES - COMMERCE**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Sharon M. Davis

Title: Administrative Assistant III (Building Manager)

Address: 5555 Ferguson Drive, Suite 100-04, Room 1023A

Telephone: (323) 890-8430 Facsimile: (323) 890-8623

E-Mail Address: sdavis@dhs.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Sharon M. Davis

Title: Administrative Assistant III (Building Manager)

Address: 5555 Ferguson Drive, Suite 100-04, Room 1023A

Telephone: (323) 890-8430 Facsimile: (323) 890-8623

E-Mail Address: sdavis@dhs.lacounty.gov

**COUNTY'S ADMINISTRATION
EL MONTE COMPREHENSIVE HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Linda A. Maldonado

Title: Facility Manager/Business Administrator

Address: 10953 Ramona Boulevard, Administration, 2nd Floor

El Monte, California 91733

Telephone: 626.579.8311 Facsimile: 626.279.2533

FACILITY PROJECT MONITOR:

Name: Linda A. Maldonado

Title: Facility Manager/Business Administrator

Address: 10953 Ramona Boulevard, Administration, 2nd Floor

El Monte, California 91733

Telephone: 626.579.8311 Facsimile: 626.279.2533

COUNTY’S ADMINISTRATION
LA PUENTE HEALTH CENTER

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.
Title: Director, Contract Administration and Monitoring
Address: Contracts & Grants Division
313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012
Telephone: (213) 240-7819 Facsimile: (213) 250-2958
E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Linda A. Maldonado
Title: Facility Manager/Business Administrator
Address: 10953 Ramona Boulevard, Administration, 2nd Floor
El Monte, California 91733
Telephone: 626.579.8311 Facsimile: 626.279.2533

FACILITY PROJECT MONITOR:

Name: Linda A. Maldonado
Title: Facility Manager/Business Administrator
Address: 10953 Ramona Boulevard, Administration, 2nd Floor
El Monte, California 91733
Telephone: 626.579.8311 Facsimile: 626.279.2533

**COUNTY'S ADMINISTRATION
RUTH TEMPLE HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Debra Pritchett

Title: SPA Administrator

Address: 3834 S. Western Avenue

Los Angeles, CA 90062

Telephone: (323) 730-3027 Facsimile: (213) 730-3027

E-Mail Address: dpritchett@ph.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Anthea Vernon

Title: Facility Administrator

Address: 3834 S. Western Avenue

Los Angeles, CA 90062

Telephone: (323) 730-3509 Facsimile: (213) 734-4287

E-Mail Address: avernon@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
WHITTIER PUBLIC HEALTH CENTER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Helen Rivera

Title: SPA Administrator

Address: 7643 S. Painter Avenue

Whittier, CA 90602

Telephone: (562) 464-5363 Facsimile: (562) 693-4525

E-Mail Address: hrivera@ph.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Gary Reyes

Title: Facility Administrator

Address: 7643 S. Painter Avenue

Whittier, CA 90602

Telephone: (562) 464-5414 Facsimile: (562) 464-2836

E-Mail Address: hrivera@ph.lacounty.gov

**COUNTY'S ADMINISTRATION
PUBLIC HEALTH LABORATORY AND TRAILER**

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: Kathy K. Hanks, C.P.M.

Title: Director, Contract Administration and Monitoring

Address: Contracts & Grants Division

313 No. Figueroa Street, 6th Floor East, Los Angeles, CA 90012

Telephone: (213) 240-7819 Facsimile: (213) 250-2958

E-Mail Address: khanks@dhs.lacounty.gov

FACILITY PROJECT MANAGER:

Name: Mary Beth Duke

Title: Mycobacteriology, Mycology

Address: 12750 Erickson Avenue

Downey, CA 90242

Telephone: (562) 658-1350 Facsimile: (562) 401-5995

E-Mail Address: mduke@ph.lacounty.gov

FACILITY PROJECT MONITOR:

Name: Mary Ledbetter

Title: Lab Quality Control Coordinator

Address: 12750 Erickson Avenue

Downey, CA 90242

Telephone: (562) 658-1351 Facsimile: (562) 401-5999

E-Mail Address: mledbetter@ph.lacounty.gov

CONTRACTOR'S ADMINISTRATION

CONTRACTOR'S ADMINISTRATION**FACILITY:** HIGH DESERT MULTI-SERVICE AMBULATORY CARE CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** ANTELOPE VALLEY HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** LAKE LOS ANGELES COMMUNITY CLINIC**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** LITTLE ROCK COMMUNITY CLINIC**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** SOUTH VALLEY HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** ACTON HEALTH CLINIC**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** WARM SPRINGS HEALTH CLINIC**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Hector Hernandez
Title: Project Manager
Address: 44900 North 60th. Street West Lancaster CA 93536
Telephone: (661) 466-7169
Facsimile: (661) 945-8474
E-Mail Address: hhernandez@dhs.lacounty.gov

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** DHS ADMINISTRATIVE OFFICES - COMMERCE**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90232
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** EL MONTE COMPREHENSIVE HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90232
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90232

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** LA PUENTE HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90252
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** RUTH TEMPLE HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90252
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: michaelm@serviconsystems.com

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

Notices to Contractor shall be sent to the following:

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** WHITTIER PUBLIC HEALTH CENTER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90252
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
Address: 3965 Landmark Street Culver City, California 90252

Telephone: (310) 204-5040
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Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S ADMINISTRATION**FACILITY:** PUBLIC HEALTH LABORATORY AND TRAILER**CONTRACTOR'S NAME:** SERVICON SYSTEMS, INC.**CONTRACT NO:** _____**CONTRACTOR'S PROJECT DIRECTOR:**

Name: Enio Martinez
Title: Vice President of Operations
Address: 3965 Landmark Street Culver City California 90252

Telephone: (310) 204-5040 Ext. 244
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR'S PROJECT MANAGER:

Name: Juan Vazquez
Title: Operations Manager
Address: 3965 Landmark Street Culver City California 90252
Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: juanv@janitorial.com

CONTRACTOR'S AUTHORIZED OFFICIAL(S)

Name: Michael Mahdesian
Title: Chairman
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Telephone: (310) 204-5040
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Telephone: (310) 204-5040
Facsimile: (310) 204-5097
E-Mail Address: enio@serviconsystems.com

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

- G1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- G3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

CONTRACTOR NAME _____ Contract No. _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff shall keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Employee Name _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Contract. Work cannot begin on the Contract until County receives this executed document.)

Contractor Name _____ Contract No. _____

Non-Employee Name _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I shall keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

JURY SERVICE ORDINANCE

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.010 Findings.

The board of supervisors makes the following findings. The county of Los Angeles allows its permanent, full-time employees unlimited jury service at their regular pay. Unfortunately, many businesses do not offer or are reducing or even eliminating compensation to employees who serve on juries. This creates a potential financial hardship for employees who do not receive their pay when called to jury service, and those employees often seek to be excused from having to serve. Although changes in the court rules make it more difficult to excuse a potential juror on grounds of financial hardship, potential jurors continue to be excused on this basis, especially from longer trials. This reduces the number of potential jurors and increases the burden on those employers, such as the county of Los Angeles, who pay their permanent, full-time employees while on juror duty. For these reasons, the county of Los Angeles has determined that it is appropriate to require that the businesses with which the county contracts possess reasonable jury service policies. (Ord. 2002-0015 § 1 (part), 2002)

2.203.020 Definitions.

The following definitions shall be applicable to this chapter:

- A. "Contractor" means a person, partnership, corporation or other entity which has a contract with the county or a subcontract with a county contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more such contracts or subcontracts.
- B. "Employee" means any California resident who is a full-time employee of a contractor under the laws of California.
- C. "Contract" means any agreement to provide goods to, or perform services for or on behalf of, the county but does not include:
 - 1. A contract where the board finds that special circumstances exist that justify a waiver of the requirements of this chapter; or
 - 2. A contract where federal or state law or a condition of a federal or state program mandates the use of a particular contractor; or
 - 3. A purchase made through a state or federal contract; or
 - 4. A monopoly purchase that is exclusive and proprietary to a specific manufacturer, distributor, or reseller, and must match and inter-member with existing supplies, equipment or systems maintained by the county pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-3700 or a successor provision; or
 - 5. A revolving fund (petty cash) purchase pursuant to the Los Angeles County Fiscal Manual, Section 4.4.0 or a successor provision; or
 - 6. A purchase card purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section P-2810 or a successor provision; or
 - 7. A non-agreement purchase with a value of less than \$5,000 pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section A-0300 or a successor provision; or
 - 8. A bona fide emergency purchase pursuant to the Los Angeles County Purchasing Policy and Procedures Manual, Section PP-1100 or a successor provision.

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

- D. "Full time" means 40 hours or more worked per week, or a lesser number of hours if:
1. The lesser number is a recognized industry standard as determined by the chief administrative officer, or
 2. The contractor has a long-standing practice that defines the lesser number of hours as full time.
- E. "County" means the county of Los Angeles or any public entities for which the board of supervisors is the governing body. (Ord. 2002-0040 § 1, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.030 Applicability.

This chapter shall apply to contractors who enter into contracts that commence after July 11, 2002. This chapter shall also apply to contractors with existing contracts which are extended into option years that commence after July 11, 2002. Contracts that commence after May 28, 2002, but before July 11, 2002, shall be subject to the provisions of this chapter only if the solicitations for such contracts stated that the chapter would be applicable. (Ord. 2002-0040 § 2, 2002: Ord. 2002-0015 § 1 (part), 2002)

2.203.040 Contractor Jury Service Policy.

A contractor shall have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deduct from the employees' regular pay the fees received for jury service. (Ord. 2002-0015 § 1 (part), 2002)

2.203.050 Other Provisions.

- A. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue interpretations of the provisions of this chapter and shall issue written instructions on the implementation and ongoing administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.
- B. Compliance Certification. At the time of seeking a contract, a contractor shall certify to the county that it has and adheres to a policy consistent with this chapter or will have and adhere to such a policy prior to award of the contract. (Ord. 2002-0015 § 1 (part), 2002)

2.203.060 Enforcement and Remedies.

For a contractor's violation of any provision of this chapter, the county department head responsible for administering the contract may do one or more of the following:

1. Recommend to the board of supervisors the termination of the contract; and/or,
2. Pursuant to chapter 2.202, seek the debarment of the contractor. (Ord. 2002-0015 § 1 (part), 2002)

Title 2 ADMINISTRATION
Chapter 2.203.010 through 2.203.090
CONTRACTOR EMPLOYEE JURY SERVICE

2.203.070. Exceptions.

- A. Other Laws. This chapter shall not be interpreted or applied to any contractor or to any employee in a manner inconsistent with the laws of the United States or California.
- B. Collective Bargaining Agreements. This chapter shall be superseded by a collective bargaining agreement that expressly so provides.
- C. Small Business. This chapter shall not be applied to any contractor that meets all of the following:
 - 1. Has ten or fewer employees during the contract period; and,
 - 2. Has annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, are less than \$500,000; and,
 - 3. Is not an affiliate or subsidiary of a business dominant in its field of operation.

“Dominant in its field of operation” means having more than ten employees and annual gross revenues in the preceding twelve months which, if added to the annual amount of the contract awarded, exceed \$500,000.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 2002-0015 § 1 (part), 2002)

2.203.090. Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 2002-0015 § 1 (part), 2002)

SAFELY SURRENDERED BABY LAW

Safely Surrendered



No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



In Los Angeles County: 1 877 BABY SAFE 1 877 222 9723

www.babysafela.org

Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?

California's Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

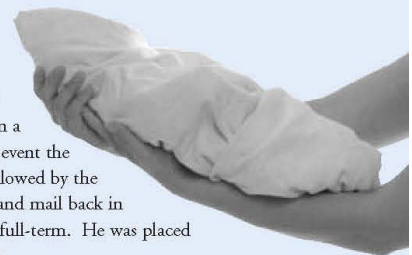
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

A baby's story

Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby's aunt and stated the baby's mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the anklet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.



Ley de Entrega de Bebés *Sin Peligro*



Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles

Sin pena. Sin culpa. Sin nombres.

En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org



En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723

www.babysafela.org

Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?

La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres le hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregar al recién nacido sin temor de ser arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿Cómo funciona?

El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalet y el padre/madre o el adulto que lo entregue recibirá un brazalet igual.

¿Qué pasa si el padre/madre desea recuperar a su bebé?

Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?

No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?

No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?

No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recabar antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿Por qué se está haciendo esto en California? ?

La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalet con un número que coincidía con la pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del sobre con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.



PROP A - LIVING WAGE PROGRAM

EXHIBITS J, K & L

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2.201.010 Findings.

The board of supervisors finds that the county of Los Angeles is the principal provider of social and health services within the county, especially to persons who are compelled to turn to the county for such services. Employers' failure to pay a living wage to their employees causes them to use such services thereby placing an additional burden on the county of Los Angeles. (Ord. 2007-0011 § 1, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.020 Definitions.

The general definitions contained in Chapter 2.02 shall be applicable to this chapter unless inconsistent with the following definitions:

A. "County" includes the county of Los Angeles, any county officer or body, any county department head, and any county employee authorized to enter into a Proposition A contract or a cafeteria services contract with an employer.

B. "Employee" means any individual who is an employee of an employer under the laws of California, and who is providing full time services to an employer, some or all of which are provided to the county of Los Angeles under a Proposition A contract, or under a cafeteria services contract at a county of Los Angeles owned or leased facility.

C. "Employer" means:

1. An individual or entity who has a contract with the county:

a. For services which is required to be more economical or feasible under Section 44.7 of the Charter of the county of Los Angeles, and is not listed as an excluded contract in Section 2.121.250 B of the Los Angeles County Code, referred to in this chapter as a "Proposition A contract," or

b. For cafeteria services, referred to in this chapter as a "cafeteria services contract," and

c. Who has received or will receive an aggregate sum of \$25,000.00 or more in any 12 month period under one or more Proposition A contracts and/or one or more cafeteria services contracts; or

2. An individual or entity that enters into a subcontract with an employer, as defined in subsection C1 and who employs employees to provide services under the employer's contract with the county.

D. "Full time" means a minimum 40 hours worked per week, or a lesser number of hours, if the lesser number is a recognized industry standard and is approved as such by the chief administrative officer, but in no event less than 35 hours worked per week.

E. "Proposition A contract" means a contract governed by Title 2, Section 2.121.250 et seq. of this code, entitled Contracting with Private Business. (Ord. 2007-0011 § 2, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.030 Prospective effect.

This chapter shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments the terms of which commence three months or more after the effective date of this chapter.* It shall not be applicable to Proposition A contracts or cafeteria services contracts or their amendments in effect before this chapter becomes applicable. (Ord. 99-0048 § 1 (part), 1999.)

* **Editor's note:** Ordinance 99-0048, which enacted Ch. 2.201, is effective on July 22, 1999.

2.201.040 Payment of living wage.

A. Employers shall pay employees a living wage for their services provided to the county of no less than the hourly rates set under this chapter. The rates shall be \$9.64 per hour with health benefits, or \$11.84 per hour without health benefits.

B. To qualify for the living wage rate with health benefits, an employer shall pay at least \$2.20 per hour towards the provision of bona fide health care benefits for each employee and any dependents during the term of a Proposition A contract or a cafeteria services contract. Proof of the provision of such benefits must be submitted to the county for evaluation during the procurement process to qualify for the lower living wage rate in subsection A of this section. Employers who provide health care benefits to employees through the county department of health services community health plan are deemed to have qualified for the lower living wage rate in subsection A of this section.

C. The board of supervisors may, from time to time, adjust the amounts specified in subsections A and B of this section, above for future contracts. Any adjustments to the living wage rate specified in subsections A and B that are adopted by the board of supervisors shall be applicable to Proposition A contracts and cafeteria services contracts and their amendments which become effective three months or more after the effective date of the ordinance that adjusts the living wage rate. (Ord. 2007-0011 § 3, 2007: Ord. 99-0048 § 1 (part), 1999.)

2.201.050 Other provisions.

A. Full Time Employees. An employer shall assign and use full time employees to provide services under a Proposition A contract or a cafeteria services contract, unless the employer can demonstrate to the county the necessity to use non-full time employees based on staffing efficiency or the county requirements of an individual job.

B. Neutrality in Labor Relations. An employer shall not use any consideration received under a Proposition A contract or a cafeteria services contract to hinder, or to further, organization of, or collective bargaining activities by or on behalf of an employer's employees, except that this restriction shall not apply to any expenditure made in the course of good faith collective bargaining, or to any expenditure pursuant to obligations incurred under a bona fide collective bargaining agreement, or which would otherwise be permitted under the provisions of the National Labor Relations Act.

C. Administration. The chief administrative officer shall be responsible for the administration of this chapter. The chief administrative officer may, with the advice of county counsel, issue

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

interpretations of the provisions of this chapter. The chief administrative officer in conjunction with the affirmative action compliance officer shall issue written instructions on the implementation and on-going administration of this chapter. Such instructions may provide for the delegation of functions to other county departments.

D. Compliance Certification. An employer shall, during the term of a Proposition A contract, or a cafeteria services contract, report for each employee and certify the hours worked, wages paid, and amounts the employer paid for health benefits, and provide other information deemed relevant to the enforcement of this chapter by the county. Such reports shall be made at the times and in the manner set forth in instructions issued by the chief administrative officer in conjunction with the affirmative action compliance officer. The affirmative action compliance officer in conjunction with the chief administrative officer shall report annually to the board of supervisors on contractor compliance with the provisions of this chapter.

E. Contractor Standards. An employer shall demonstrate during the procurement process and for the duration of a Proposition A contract or a cafeteria services contract a history of business stability, integrity in employee relations, and the financial ability to pay a living wage. (Ord. 99-0048 § 1 (part), 1999.)

2.201.060 Employer retaliation prohibited.

No employer shall take an adverse action causing a loss of any benefit of employment, of any contract benefit, or any statutory benefit to any employee, person, or other entity, who has reported a violation of this chapter to the board of supervisors or to one or more of their offices, to the county chief administrative officer, or to the county auditor controller, or to the county department administering the Proposition A contract or cafeteria services contract. (Ord. 99-0048 § 1 (part), 1999.)

2.201.070 Employee retention rights.

In the event that any Proposition A contract or cafeteria service contract is terminated by the county prior to its expiration, any new contract with a subsequent employer for such services shall provide for the employment of the predecessor employer's employees as provided in this section.

A. A "retention employee" is an employee of a predecessor employer:

1. Who is not an exempt employee under the minimum wage and maximum hour exemptions defined in the federal Fair Labor Standards Act;
2. Who has been employed by an employer under a predecessor Proposition A contract or a predecessor cafeteria services contract for at least six months prior to the date of a new contract; and
3. Who is or will be terminated from his or her employment as a result of the county entering into a new contract.

B. Subsequent employers shall offer employment to all retention employees who are qualified for such jobs.

C. A subsequent employer is not required to hire a retention employee who:

1. Has been convicted of a crime related to the job or his or her job performance; or
2. Fails to meet any other county requirement for employees of a contractor.

D. A subsequent employer may not terminate a retention employee for the first 90 days of employment under a new contract, except for cause. Thereafter a subsequent employer may retain a retention employee on the same terms and conditions as the subsequent employer's other employees. (Ord. 99-0048 § 1 (part), 1999.)

2.201.080 Enforcement and remedies.

For violation of any of the provisions of this chapter:

A. An employee may bring an action in the courts of the state of California for damages caused by an employer's violation of this chapter.

B. The county department head responsible for administering a Proposition A contract or a cafeteria services contract may do one or more of the following in accordance with such instructions as may be issued by the chief administrative officer:

1. Assess liquidated damages as provided in the contract; and/or
2. Recommend to the board of supervisors the termination of the contract; and/or
3. Recommend to the board of supervisors that an employer be barred from award of future county contracts for a period of time consistent with the seriousness of the employer's violation of this chapter, in accordance with Section 2.202.040 of this code. (Ord. 2007-0011 § 4, 2007; Ord. 99-0048 § 1 (part), 1999.)

2.201.090 Exceptions.

A. Other Laws. This chapter shall not be interpreted or applied to any employer or to any employee in a manner inconsistent with United States or California laws.

B. Collective Bargaining Agreements. Any provision of this chapter shall be superseded by a collective bargaining agreement that expressly so provides.

C. This chapter shall not be applied to any employer which is a nonprofit corporation qualified under Section 501(c)(3) of the Internal Revenue Code.

D. Small Businesses. This chapter shall not be applied to any employer which is a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:

1. Is not an affiliate or subsidiary of a business dominant in its field of operation; and

Title 2 ADMINISTRATION
Chapter 2.201 LIVING WAGE PROGRAM

2. Has 20 or fewer employees during the contract period, including full time and part time employees; and
3. Does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$1,000,000.00; or
4. If the business is a technical or professional service, does not have annual gross revenues in the preceding fiscal year which if added to the annual amount of the contract awarded exceed \$2,500,000.00.

“Dominant in its field of operation” means having more than 20 employees, including full time and part time employees, and more than \$1,000,000.00 in annual gross revenues or \$2,500,000.00 in annual gross revenues if a technical or professional service.

“Affiliate or subsidiary of a business dominant in its field of operation” means a business which is at least 20 percent owned by a business dominant in its field of operation, or by partners, officers, directors, majority stockholders, or their equivalent, of a business dominant in that field of operation. (Ord. 99-0055 § 1, 1999; Ord. 99-0048 § 1 (part), 1999.)

2.201.100 Severability.

If any provision of this chapter is found invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect. (Ord. 99-0048 § 1 (part), 1999)



**COUNTY OF LOS ANGELES
LIVING WAGE ORDINANCE**

MONTHLY CERTIFICATION FOR APPLICABLE HEALTH BENEFIT PAYMENTS

Instruction Box: Please complete all sections of this form. (Information to complete this form can be obtained from your weekly certified payroll reports). Submit this form with your Certified Payroll Reports to the awarding County department. Be sure to complete and sign the reverse side of this form before submitting.

(1) Name: Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/>		Address: (Street, City, State, Zip)										
(2) Payroll No.:		(3) Work Location:					(4) From payroll period: ____/____/____ to payroll period: ____/____/____			(5) For Month Ending:		
(6) Department Name:					(7) Contract Service Description:					(8) Contract Name & Number:		
(9) Contractor Health Plan Name(s):										(10) Contractor Health Plan ID Number(s):		

(11) Employee Name, Address & Last 4 digits of SS#	(12) Work Classification	(13) Total Hours Worked Each Week of Monthly Pay Period					(14) Total Aggregate Hours	(15) Employer Paid Health Benefit Hourly Rate	(16) Gross Amount Paid (14x15)	(17) Employee Paid Health Benefit Hourly Rate	(18) Gross Amount Paid (14x17)	(19) Aggregate \$ Health Benefits Paid (16+18)
		1	2	3	4	5						
1												
2												
3												
4												
5												
I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.		Total (This Page)										
Print Authorized Name:		Grand Total (All Pages)										

Authorized Signature: _____	Date: ____/____/____	Title: _____	Telephone Number (include area code) (____) _____	Page: ____ of ____
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**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM
PAYROLL STATEMENT OF COMPLIANCE**

I, _____, _____
(Name of Owner or Company Representative) (Title)

Do hereby state:

1. That I pay or supervise the payment of the persons employed by:

_____ on the _____;
(Company or subcontractor Name) (Service, Building or Work Site)
that during the payroll period commencing on the _____ day of _____, and
(Calendar day of Month) (Month and Year)
ending the _____ day of _____ all persons employed on said work site
(Calendar day of Month) (Month and Year)

have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of _____

(Company Name)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

2. That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

3. That:

A. WHERE FRINGE (Health) BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

- ☐ In addition to the basic hourly wage rates paid to each employee listed in the above referenced payroll, payments of health benefits as required in the contract have been or will be paid to appropriate programs for the benefit of such employees.

B. WHERE FRINGE (Health) BENEFITS ARE PAID IN CASH

- ☐ Each employee listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the applicable amount of the required County of Los Angeles Living Wage hourly rate as listed in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.

Print Name and Title

Owner or Company Representative Signature:

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD OF THREE (3) YEARS.

UNIVERSAL PERSONNEL MONITORING TOOL

MANDATORY PERSONNEL MONITORING REPORTS

UNIVERSAL PERSONNEL MONITORING TOOL

UNIVERSAL PERSONNEL MONITORING TOOL

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
INITIAL VERIFICATION				
Photo ID Badge/ID No.				
Date of Annual Health Clearance:				
Conditions of Employment				
Date of Live Scan™ Background Check through County:				
Background Check by Contractor				
LAC / DHS REQUIRED TRAININGS FOR ALL NON-COUNTY WORKFORCE MEMBERS (NETWORK REQUIRED) DATE OF OCCURRENCE OR EXPIRATION				
Performance Evaluation (Annual)				
Facility Orientation (Initial)				
Facility Annual Re-Orientation				
Area Specific Orientation (Annual)				
Diversity / Cultural Competence				
Sexual Harassment Prevention				

UNIVERSAL PERSONNEL MONITORING TOOL

Document	Doc. Loc.*	Personnel Record #1	Personnel Record #2	Personnel Record #3
Name of Contract Employee:				
HIPAA / Privacy (PHI)				
General Staff Safety				
Hazard Materials (MSDS); Including Employee Right to Know; Toxic Substances				
Disaster Management / Emergency Plan				
Security/Threat Mgmt.				
Risk Management / Incident Reporting				
Code of Conduct / Compliance				
Data / Information Security Awareness; Safeguards for Protected Health Information (PHI)				
Threat Management "Zero Tolerance"				
Safe Surrendered Baby Law				
Other Required Trainings:				

BUSINESS ASSOCIATE EXHIBIT

**CONTRACTOR’S OBLIGATIONS AS A “BUSINESS
ASSOCIATE” UNDER THE
HEALTH INSURANCE PORTABILITY AND
ACCOUNTABILITY ACT OF 1996
AND THE HEALTH INFORMATION TECHNOLOGY FOR
ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS
ASSOCIATE AGREEMENT)**

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

Under this Agreement, Contractor ("Business Associate") provides services ("Services") to County ("Covered Entity") and Business Associate receives, has access to or creates Protected Health Information in order to provide those Services.

Covered Entity is subject to the Administrative Simplification requirements of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), and regulations promulgated thereunder, including the Standards for Privacy of Individually Identifiable Health Information ("Privacy Regulations") and the Health Insurance Reform: Security Standards ("the Security Regulations") at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (together, the "Privacy and Security Regulations"). The Privacy and Security Regulations require Covered Entity to enter into a contract with Business Associate ("Business Associate Agreement") in order to mandate certain protections for the privacy and security of Protected Health Information, and those Regulations prohibit the disclosure to or use of Protected Health Information by Business Associate if such a contract is not in place.

Further, pursuant to the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("HITECH Act"), effective February 17, 2010, certain provisions of the HIPAA Privacy and Security Regulations apply to Business Associates in the same manner as they apply to Covered Entity and such provisions must be incorporated into the Business Associate Agreement.

This Business Associate Agreement and the following provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Business Associate in compliance with HIPAA's Privacy and Security Regulations and the HITECH Act, as they now exist or may hereafter be amended.

Therefore, the parties agree as follows:

DEFINITIONS

1.1 "Breach" has the same meaning as the term "breach" in 45 C.F.R. § 164.402.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

1.2 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its employees.

1.3 "Electronic Health Record" has the same meaning as the term "electronic health record" in the HITECH Act, 42 U.S.C. section 17921. Electronic Health Record means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff.

1.4 "Electronic Media" has the same meaning as the term "electronic media" in 45 C.F.R. § 160.103. Electronic Media means (1) Electronic storage media including memory devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; or (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the internet (wide-open), extranet (using internet technology to link a business with information accessible only to collaborating parties), leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media, because the information being exchanged did not exist in electronic form before the transmission.

The term "Electronic Media" draws no distinction between internal and external data, at rest (that is, in storage) as well as during transmission.

1.5 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" in 45 C.F.R. § 160.103. Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

1.6 "Individual" means the person who is the subject of Protected Health Information and shall include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502(g).

1.7 "Minimum Necessary" refers to the minimum necessary standard in 45 C.F.R. § 162.502 (b) as in effect or as amended.

1.8 "Privacy Rule" means the Standards for Privacy of Individually Identifiable Health Information at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164, also referred to as the Privacy Regulations.

1.9 "Protected Health Information" has the same meaning as the term "protected health information" in 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is received by Business Associate from or on behalf of Covered Entity, or is created by Business Associate, or is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Health Information.

1.10 "Required By Law" means a mandate contained in law that compels an entity to make a Use or Disclosure of Protected Health Information and that is enforceable in a court of law. Required by law includes, but is not limited to, court orders and court-

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

ordered warrants; subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or any administrative body authorized to require the production of information; a civil or an authorized investigative demand; Medicare conditions of participation with respect to health care providers participating in the program; and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing benefits.

1.11 "Security Incident" means the attempted or successful unauthorized access, Use, Disclosure, modification, or destruction of information in, or interference with system operations of, an Information System which contains Electronic Protected Health Information. However, Security Incident does not include attempts to access an Information System when those attempts are not reasonably considered by Business Associate to constitute an actual threat to the Information System.

1.12 "Security Rule" means the Security Standards for the Protection of Electronic Health Information also referred to as the Security Regulations at 45 Code of Federal Regulations (C.F.R.) Part 160 and 164.

1.13 "Services" has the same meaning as in the body of this Agreement.

1.14 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" in 45 C.F.R. § 164.402.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

1.15 "Use" or "Uses" mean, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations.

1.16 Terms used, but not otherwise defined in this Business Associate Agreement shall have the same meaning as those terms in the HIPAA Regulations and HITECH Act.

OBLIGATIONS OF BUSINESS ASSOCIATE

2.1 Permitted Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall Use and Disclose Protected Health Information only as necessary to perform the Services, and as provided in Sections 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 of this Agreement;

(b) shall Disclose Protected Health Information to Covered Entity upon request;

(c) may, as necessary for the proper management and administration of its business or to carry out its legal responsibilities:

(i) Use Protected Health Information; and

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

(ii) Disclose Protected Health Information if the Disclosure is Required by Law.

Business Associate shall not Use or Disclose Protected Health Information for any other purpose or in any manner that would constitute a violation of the Privacy Regulations or the HITECH Act if so Used or Disclosed by Covered Entity.

2.2 Prohibited Uses and Disclosures of Protected Health Information. Business Associate:

(a) shall not Use or Disclose Protected Health Information for fundraising or marketing purposes.

(b) shall not disclose Protected Health Information to a health plan for payment or health care operations purposes if the Individual has requested this special restriction and has paid out of pocket in full for the health care item or service to which the Protected Health Information solely relates.

(c) shall not directly or indirectly receive payment in exchange for Protected Health Information, except with the prior written consent of Covered Entity and as permitted by the HITECH Act. This prohibition shall not effect payment by

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Covered Entity to Business Associate. Covered Entity shall not provide such written consent except upon express approval of the departmental privacy officer and only to the extent permitted by law, including HIPAA and the HITECH Act.

2.3 Adequate Safeguards for Protected Health Information. Business Associate:

(a) shall implement and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information in any manner other than as permitted by this Business Associate Agreement. Business Associate agrees to limit the Use and Disclosure of Protected Health Information to the Minimum Necessary in accordance with the Privacy Regulation's minimum necessary standard as in effect or as amended.

(b) as to Electronic Protected Health Information, shall implement and maintain administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of Electronic Protected Health Information; effective February 17, 2010, said safeguards shall be in accordance with 45 C.F.R. Sections 164.308, 164.310, and 164.312, and shall comply with the Security Rule's policies and procedure and documentation requirements.

2.4 Reporting Non-Permitted Use or Disclosure and Security Incidents and Breaches of Unsecured Protected Health Information. Business Associate

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(a) shall report to Covered Entity each Use or Disclosure of Protected Health Information that is made by Business Associate, its employees, representatives,

Agents, subcontractors, or other parties under Business Associate's control with access to Protected Health Information but which is not specifically permitted by this Business Associate Agreement or otherwise required by law.

(b) shall report to Covered Entity each Security Incident of which Business Associate becomes aware.

(c) shall notify Covered Entity of each Breach by Business Associate, its employees, representatives, agents or subcontractors of Unsecured Protected

Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business

Associate shall be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable

diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of the Business Associate as determined in accordance with the federal common law of agency.

2.4.1 Immediate Telephonic Report. Except as provided in Section 2.4.3, notification shall be made immediately upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information by telephone call to (562) 940-3335.

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2.4.2 Written Report. Except as provided in Section 2.4.3, the initial telephonic notification shall be followed by written notification made without unreasonable delay and in no event later than three (3) business days from the date of discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach by the Business Associate to the Chief Privacy Officer at:

Chief Privacy Officer
Kenneth Hahn Hall of Administration
500 West Temple Street
Suite 525
Los Angeles, California 90012
HIPAA@auditor.lacounty.gov
(213) 974-2166

(a) The notification required by section 2.4 shall include, to the extent possible, the identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, Used, or Disclosed; and

(b) the notification required by section 2.4 shall include, to the extent possible, all information required to provide notification to the Individual under 45 C.F.R.

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164.404(c), including:

- (i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
- (ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
- (iii) Any other details necessary to conduct an assessment of whether there is a risk of harm to the Individual;
- (iv) Any steps Business Associate believes that the Individual could take to protect him or herself from potential harm resulting from the breach;
- (v) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to the Individual, and to protect

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

against any further Breaches; and

(vi) The name and contact information for the person most knowledgeable regarding the facts and circumstances of the Breach.

If Business Associate is not able to provide the information specified in section 2.3.2 (a) or (b) at the time of the notification required by section 2.4.2, Business Associate shall provide such information promptly thereafter as such information becomes available.

2.4.3 Request for Delay by Law Enforcement. Business Associate may delay the notification required by section 2.4 if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security. If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate shall delay notification, notice, or posting for the time period specified by the official; if the statement is made orally, Business Associate shall document the statement, including the identity of the official making the statement, and delay the notification, notice, or posting temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in paragraph (a) of this section is submitted during that time.

2.5 Mitigation of Harmful Effect. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement.

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2.6 Breach Notification. Business Associate shall, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information, provide Breach notification for each and every Breach of Unsecured Protected Health Information by Business Associate, its employees, representatives, agents or subcontractors, in a manner that permits Covered Entity to comply with its obligations under Subpart D, Notification in the Case of Breach of Unsecured PHI, of the Privacy and Security Regulations, including:

(a) Notifying each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of such Breach;

(b) The notification required by paragraph (a) of this Section 2.6 shall include, to the extent possible:

(i) A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;

(ii) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis,

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disability code, or other types of information were involved);

(iii) Any steps the Individual should take to protect him or herself from potential harm resulting from the Breach;

(iv) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches; and

(v) Contact procedures for Individual(s) to ask questions or learn additional information, which shall include a toll-free telephone number, an e-mail address, Web site, or postal address.

(vi) The notification required by paragraph (a) of this section shall be written in plain language

Covered Entity, in its sole discretion, may elect to provide the notification required by this Section 2.6, and Business Associate shall reimburse Covered Entity any and all costs incurred by Covered Entity, including costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected Health Information.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

2.7 Availability of Internal Practices, Books and Records to Government Agencies.

Business Associate agrees to make its internal practices, books and records relating to the Use and Disclosure of Protected Health Information available to the Secretary of the federal Department of Health and Human Services for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations. Business Associate shall immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

2.8 Access to Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and copy that Protected Health Information. Business Associate shall provide such access for inspection of that Protected Health Information within two (2) business days after receipt of request from Covered Entity. Business Associate shall provide copies of that Protected Health Information within five (5) business days after receipt of request from Covered Entity. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.

2.9 Amendment of Protected Health Information. Business Associate shall, to the extent Covered Entity determines that any Protected Health Information constitutes a "designated record set" as defined by 45 C.F.R. § 164.501, make any amendments to Protected Health Information that are requested by Covered Entity. Business Associate shall make such amendment within ten (10) business days after receipt of request from Covered Entity in order for Covered Entity to meet the requirements under 45 C.F.R. § 164.526.

**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE
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HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)**

2.10 Accounting of Disclosures. Upon Covered Entity's request, Business Associate shall provide to Covered Entity an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or subcontractors, in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528 and/or the HITECH Act which requires an Accounting of Disclosures of Protected Health Information maintained in an Electronic Health Record for treatment, payment, and health care operations.

Any accounting provided by Business Associate under this Section 2.10 shall include: (a) the date of the Disclosure; (b) the name, and address if known, of the entity or person who received the Protected Health Information; (c) a brief description of the Protected Health Information disclosed; and (d) a brief statement of the purpose of the Disclosure. For each Disclosure that could require an accounting under this Section 2.10, Business Associate shall document the information specified in (a) through (d), above, and shall securely maintain the information for six (6) years from the date of the Disclosure. Business Associate shall provide to Covered Entity, within ten (10) business days after receipt of request from Covered Entity, information collected in accordance with this Section 2.10 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528. If Business Associate maintains an Electronic Health Record, Business Associate shall provide such information in electronic format to enable Covered Entity to fulfill its obligations under the HITECH Act.

2.11 Indemnification. Business Associate shall indemnify, defend, and hold harmless Covered Entity, including its elected and appointed officers, employees, and agents, from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, penalties and fines (including regulatory penalties and/or fines), and expenses (including attorney and expert witness fees), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement; Business Associate's obligations under this provision extend to compliance and/or enforcement actions and/or activities, whether formal or

**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE
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informal, of Secretary of the federal Department of Health and Human Services and/or Office for Civil Rights.

OBLIGATION OF COVERED ENTITY

3.1 Obligation of Covered Entity. Covered Entity shall notify Business Associate of any current or future restrictions or limitations on the use of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate shall thereafter restrict or limit its own uses and disclosures accordingly.

TERM AND TERMINATION

4.1 Term. The term of this Business Associate Agreement shall be the same as the term of this Agreement. Business Associate's obligations under Sections 2.1 (as modified by Section 4.2), 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10, 4.3 and 5.2 shall survive the termination or expiration of this Agreement.

4.2 Termination for Cause. In addition to and notwithstanding the termination provisions set forth in this Agreement, upon either party's knowledge of a material breach by the other party, the party with knowledge of the other party's breach shall:

- (a) Provide an opportunity for the breaching party to cure the breach or end the violation and terminate this Agreement if the breaching party does not cure the breach or end the violation within the time specified by the non-breaching party;
- (b) Immediately terminate this Agreement if a party has breached a material term of this Agreement and cure is not possible; or
- (c) If neither termination nor cure is feasible, report the violation to the Secretary of the federal Department of Health and Human Services.

4.3 Disposition of Protected Health Information Upon Termination or Expiration.

**CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE
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THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL
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(a) Except as provided in paragraph (b) of this section, upon termination for any reason or expiration of this Agreement, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.

(b) In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make infeasible. If return or destruction is infeasible, Business Associate shall extend the protections of this Business Associate Agreement to such Protected Health Information and limit further Uses and Disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

MISCELLANEOUS

5.1 No Third Party Beneficiaries. Nothing in this Business Associate Agreement shall confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.

5.2 Use of Subcontractors and Agents. Business Associate shall require each of its agents and subcontractors that receive Protected Health Information from Business Associate, or create Protected Health Information for Business Associate, on behalf of Covered Entity, to execute a written agreement obligating the agent or subcontractor to comply with all the terms of this Business Associate Agreement.

5.3 Relationship to Services Agreement Provisions. In the event that a provision of this Business Associate Agreement is contrary to another provision of this Agreement, the provision of this Business Associate Agreement shall control. Otherwise, this Business Associate Agreement shall be construed under, and in accordance with, the terms of this Agreement.

CONTRACTOR'S OBLIGATIONS AS A "BUSINESS ASSOCIATE" UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 AND THE HEALTH INFORMATION TECHNOLOGY FOR ECONOMIC AND CLINICAL HEALTH ACT (BUSINESS ASSOCIATE AGREEMENT)

5.4 Regulatory References. A reference in this Business Associate Agreement to a section in the Privacy or Security Regulations means the section as in effect or as amended.

5.5 Interpretation. Any ambiguity in this Business Associate Agreement shall be resolved in favor of a meaning that permits Covered Entity to comply with the Privacy and Security Regulations.

5.6 Amendment. The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy and Security Regulations and other privacy laws governing Protected Health Information.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 7

This Amendment is made and entered into this ___day of _____ 2011 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75053 to provide Housekeeping Services at Olive View-UCLA Medical Center, Mid-Valley Comprehensive Health Center, and Burbank, Glendale, North Hollywood, Pacoima, and San Fernando Health Centers; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 1 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 2 to extend the term of Agreement No. 75053 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 3 to extend the term of Agreement No. 75053 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 4 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 5 to extend the term of Agreement No. 75053 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 6 to extend the term of Agreement No. 75053 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective on approval by the Board of Supervisors.
2. The Agreement is hereby amended to add Subparagraph 4.7 in Paragraph 4.0, Term of Contract as follows:

"4.7 The term of this Contract is extended for an additional three (3) months for the period of June 1, 2011 to August 31, 2011, unless sooner terminated or extended, in whole or in part, as provided in this Contract."
3. The Agreement is hereby amended to add Subparagraph 5.1.5 in Paragraph 5.0, Contract Sum, as follows:

“5.1.5 For the Three (3) month period June 1, 2011, through August 31, 2011, the Contract Sum shall not exceed \$1,156,694 as shown in the Exhibit Budget Summary and Exhibits B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$53,401, for a total Maximum Contract Sum of \$1,210,095.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$17,800 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the straight time or overtime rate, as applicable. The County must approve the

services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

- 5. Exhibit Budget Summary, Exhibit B-1a, B-2a, B-3a, B-4a, B-5b, B-6a, B-7a are attached hereto and incorporated herein by reference.
- 6. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Mayor and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
STEPHANIE ANAYA-SERNETT
Deputy County Counsel

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENTS #75053 AND 75055
THREE MONTHS (JUNE 1, 2011 - AUGUST 31, 2011)
BUDGET SUMMARY DETAIL BY FACILITY

75053 - GROUP 1

	Olive View- UCLA MC	Mid-Valley CHC	San Fernando HC	DHS Subtotals	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	DPH Subtotals	Totals
Monthly Base Amount by Facility	\$356,780	\$14,338	\$3,598	\$374,716	\$1,829	\$3,598	\$1,823	\$3,598	\$10,849	\$385,565
Monthly Base 5% Unscheduled Work by Facility	\$16,396	\$700	\$176	\$17,271	\$89	\$176	\$89	\$176	\$529	\$17,800
								Total Cost for 3 Months		\$1,156,694
								Total Cost for 3 Months of 5% Unscheduled Work		\$53,401
								Total Cost for 3 Months Plus 5% Unscheduled Work		\$1,210,095

75055 - GROUP 3

	Harbor-UCLA MC	Long Beach CHC	Lomita Family HC	Totals
Monthly Base Amount by Facility	\$397,751	\$14,852	\$5,830	\$418,433
Monthly Base 5% Unscheduled Work	\$18,200	\$726	\$291	\$19,218
Total Cost for 3 Months				\$1,255,298
Total Cost for 3 Months of the 5% Unscheduled Work				\$57,655
Total Cost for 3 Months Plus 5% Unscheduled Work				\$1,312,953

BUDGET SHEET FOR HOUSEKEEPING SERVICES**AT: Olive View-UCLA Medical Center**

New Budget sheet including the New ER area under the current living Wage

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Director & Associate	2.00	\$ 25.63	\$ 8,919.24
Supervisors	8.00	\$ 15.38	\$ 21,408.96
Admin Asst.	1.00	\$ 10.25	\$ 1,783.50
Housekeeper I & II	106.00	\$ 9.63	\$ 177,699.24
New ER Area	8.00	\$ 9.63	\$ 13,404.96

Total Salaries and Wages **\$ 223,215.90**

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	125.00	\$ 177.01
Holiday Reserve	114.00	\$ 36.85
Vacation & Sick Leave	114.00	\$ 96.72

Total Benefits **\$ 37,265.24**

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 19,927.14
FUTA	\$ 2,083.88
SUI	\$ 7,814.57
CGL	\$ 5,209.71
Worker's Comp	\$ 28,190.80

Total Payroll Taxes **\$ 63,226.10**

Supplies & Services

Uniforms	\$ 1,250.00
Paper Supplies	
Trash Liners	
Hand Soaps	
Walk Off Mats	
Vehicle/Allowance	
Gas/Oil	
Startup Equip	\$ -
Equip Repair	\$ 150.00
Equip Depreciation	\$ -
Monthly Supplies	\$ 6,983.27
Trash Removal	\$ 3,023.75
Pest Control	\$ 492.00
P.Lot Sweeping	\$ 492.00
Window Cleaning	\$ 307.50

Total Supplies & Services **\$ 12,698.52**

TOTAL DIRECT COSTS **\$ 336,405.76**

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 175.00

TOTAL INDIRECT COSTS **\$ 179.38**

TOTAL DIRECT AND INDIRECT COST **\$ 336,585.14**

PROFIT (Please enter percentage:) 6.00% **\$ 20,195.11**

TOTAL MONTHLY COSTS **\$ 356,780.25**

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$16,395.86, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$356,780.25.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Mid Valley Health Center**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Mid Valley Health Center	4.00	\$ 9.94	\$ 6,919.98
		\$ -	\$ -

Total Salaries and Wages \$ 6,919.98

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.00	\$ -
Holiday Reserve	4.00	\$ 38.03
Vacation & Sick Leave	4.00	\$ 99.80

Total Benefits \$ 551.32**Payroll Taxes** (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 571.55
FUTA	\$ 59.77
SUI	\$ 224.14
CGL	\$ 149.43
Worker's Comp	\$ 1,087.07

Total Payroll Taxes \$ 2,091.96**Supplies & Services**

Uniforms	\$ 61.50
Paper Supplies	\$ 896.88
Trash Liners	\$ 410.00
Hand Soaps	\$ 397.19
Walk Off Mats	\$ 256.25
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 75.00
Equip Depreciation	
Monthly Supplies	\$ 291.38
Trash Removal	\$ 768.75
Pest Control	\$ 397.19
Mop Cleaning	\$ 102.50
Window Cleaning	\$ 256.25

Total Supplies & Services \$ 3,912.89TOTAL DIRECT COSTS \$ 13,476.15**INDIRECT COST** (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00
TOTAL INDIRECT COSTS	\$ <u>50.17</u>

TOTAL DIRECT AND INDIRECT COST \$ 13,526.32PROFIT (Please enter percentage:) 6.00% \$ 811.53TOTAL MONTHLY COSTS \$ 14,337.85

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$699.50, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,337.85.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Burbank Health Center**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Burbank Health Center	0.50	\$ 9.95	\$ 865.65
		\$ -	\$ -

Total Salaries and Wages \$ 865.65

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 38.02
Vacation & Sick Leave	0.50	\$ 99.80
Total Benefits		\$ 68.91

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)	
FICA & MDCR	\$ 71.49
FUTA	\$ 7.48
SUI	\$ 28.04
CGL	\$ 18.69
Worker's Comp	\$ 135.16
Total Payroll Taxes	
	\$ 260.85

Supplies & Services	
Uniforms	\$ 7.69
Paper Supplies	\$ 112.11
Trash Liners	\$ 51.25
Hand Soaps	\$ 49.65
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.38
Equip Depreciation	
Monthly Supplies	\$ 36.42
Trash Removal	\$ 96.09
Pest Control	\$ 49.65
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 66.63
Total Supplies & Services	<u>\$ 523.71</u>
TOTAL DIRECT COSTS	<u>\$ 1,719.12</u>

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping		
Management Overhead (Specify)		
Other (Specify):	Business License	\$ 75.00
TOTAL INDIRECT COSTS		\$6.27

TOTAL DIRECT AND INDIRECT COST \$ 1,725.39

PROFIT (Please enter percentage:) 6.00% \$ 103.52

TOTAL MONTHLY COSTS \$ 1,828.91

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$89.23, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,828.91.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Glendale Health CenterDIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Glendale Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

Total Salaries and Wages \$ 1,729.56

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

Total Benefits \$ 134.47

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

Total Payroll Taxes \$ 526.79

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,381.88

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,394.43

PROFIT (Please enter percentage:) 6.00% \$ 203.67

TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: North Hollywood Health Center**DIRECT COST (List each staff classification)**

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
North Hollywood Health Cente	0.50	\$ 9.95	\$ 865.65
		\$ -	\$ -

Total Salaries and Wages \$ 865.65

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	0.50	\$ -
Holiday Reserve	0.50	\$ 38.02
Vacation & Sick Leave	0.50	\$ 99.80

Total Benefits \$ 68.91

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 71.49
FUTA	\$ 7.48
SUI	\$ 28.04
CGL	\$ 18.69
Worker's Comp	\$ 118.24

Total Payroll Taxes \$ 243.94

Supplies & Services

Uniforms	\$ 7.68
Paper Supplies	\$ 115.31
Trash Liners	\$ 51.25
Hand Soaps	\$ 51.25
Walk Off Mats	\$ 32.03
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 9.61
Equip Depreciation	
Monthly Supplies	\$ 46.70
Trash Removal	\$ 96.09
Pest Control	\$ 51.25
Mop Cleaning	\$ 12.81
Window Cleaning	\$ 61.50

Total Supplies & Services \$ 535.48

TOTAL DIRECT COSTS \$ 1,713.98

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 6.27

TOTAL DIRECT AND INDIRECT COST \$ 1,720.25

PROFIT (Please enter percentage:) 6.00% \$103.22

TOTAL MONTHLY COSTS \$ 1,823.47

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$88.96, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$1,823.47.

NOTE: Additional hrs that were added per week in the amount of \$1,249.21 was removed.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Pacoima Health Center**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
Pacoima Health Center	1.00	\$ 9.95	\$ 1,731.30
		\$ -	\$ -

Total Salaries and Wages \$ 1,731.30

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 38.02
Vacation & Sick Leave	1.00	\$ 99.80

Total Benefits \$ 137.82

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.99
FUTA	\$ 14.95
SUI	\$ 56.07
CGL	\$ 37.38
Worker's Comp	\$ 270.30

Total Payroll Taxes \$ 521.70

Supplies & Services

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06

TOTAL DIRECT COSTS \$ 3,381.88

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 12.55

TOTAL DIRECT AND INDIRECT COST \$ 3,394.43

PROFIT (Please enter percentage:) 6.00% \$ 203.67

TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: San Fernando Health Center**DIRECT COST** (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
San Fernando Health Center	1.00	\$ 9.94	\$ 1,729.56
		\$ -	\$ -

Total Salaries and Wages \$ 1,729.56

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	1.00	\$ -
Holiday Reserve	1.00	\$ 37.09
Vacation & Sick Leave	1.00	\$ 97.37

Total Benefits \$ 134.47**Payroll Taxes** (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 142.60
FUTA	\$ 14.91
SUI	\$ 55.92
CGL	\$ 37.28
Worker's Comp	\$ 276.08

Total Payroll Taxes \$ 526.79**Supplies & Services**

Uniforms	\$ 15.38
Paper Supplies	\$ 224.22
Trash Liners	\$ 102.50
Hand Soaps	\$ 99.30
Walk Off Mats	\$ 64.06
Vehicle/Allowance	\$ -
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 18.75
Equip Depreciation	
Monthly Supplies	\$ 72.85
Trash Removal	\$ 192.19
Pest Control	\$ 99.30
Mop Cleaning	\$ 25.63
Window Cleaning	\$ 76.88

Total Supplies & Services \$ 991.06TOTAL DIRECT COSTS \$ 3,381.88**INDIRECT COST** (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 75.00

TOTAL INDIRECT COSTS \$ 12.55TOTAL DIRECT AND INDIRECT COST \$ \$3,394.43PROFIT (Please enter percentage:) 6.00% \$ 203.67TOTAL MONTHLY COSTS \$ 3,598.10

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$175.54, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$3,598.10.

COUNTY OF LOS ANGELES – DEPARTMENT OF HEALTH SERVICES
HOUSEKEEPING SERVICES AGREEMENT

Amendment No. 8

This Amendment is made and entered into this ____ day of _____, 2010 by and between the COUNTY OF LOS ANGELES (hereafter "County"), and SERVICON SYSTEMS, INC. (hereafter "Contractor").

WHEREAS, on August 10, 2004, the County of Los Angeles and Pedus Service, entered into Agreement No. 75055 to provide Housekeeping Services at Harbor UCLA Medical Center, and Long Beach Comprehensive Health Center; and

WHEREAS, on March 21, 2006, the County of Los Angeles approved Amendment No. 1 to add housekeeping services at the Lomita Family Health Center and increase housekeeping services for Harbor-UCLA Medical Center's Urgent Care Clinic and increase parking lot sweeping services; and

WHEREAS, on November 21, 2006, the County of Los Angeles approved Amendment No. 2 to assign the rights of the Agreement with Pedus Service to Servicon Systems, Inc.; and

WHEREAS, on August 25, 2009, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 3 to extend the term of Agreement No. 75055 on a month-to-month basis for six (6) months; and

WHEREAS, on February 16, 2010, the County of Los Angeles approved Amendment No. 4 to extend the term of Agreement No. 75055 for six (6) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on September 1, 2010, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 5 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, on November 9, 2010, the County of Los Angeles approved Amendment No. 6 to extend the term of Agreement No. 75055 for three (3) months; and Authorize the Interim Director of Health Services, or his designee, to extend all four Agreements on a month-to-month basis for up to three months; and

WHEREAS, on March 1, 2011, the Director exercised delegated authority as provided in Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS, to approve Amendment No. 7 to extend the term of Agreement No. 75055 for three (3) months; and

WHEREAS, Agreement provides that changes in accordance to Paragraph 8.4, CHANGE NOTICES AND AMENDMENTS may be made in the form of an Amendment which is formally approved and executed by the parties.

NOW, THEREFORE, the parties agree as follows:

1. This Amendment shall become effective on approval by the Board of Supervisors.
2. The Agreement is hereby amended to add Subparagraph 4.6 in Paragraph 4.0, Term of Contract as follows:

“4.6 The term of this Contract is extended for an additional three (3) months for the period of June 1, 2011 to August 31, 2011, unless sooner terminated or extended, in whole or in part, as provided in this Contract.”

3. The Agreement is hereby amended to add Subparagraph 5.1.5 in Paragraph 5.0, Contract Sum, as follows:

“5.1.5 For the Three (3) month period June 1, 2011, through August 31, 2011, the Contract Sum shall not exceed \$1,255,298 as shown in the Exhibit Budget Summary and Exhibits B-1c, B-2a, B-3. The 5% monthly Unscheduled Work Fund for the three (3) month period shall be an additional \$57,655, for a total Maximum Contract Sum of \$1,312,953.”

4. This Agreement is hereby amended to replace Paragraph 5.7, Unscheduled Work Fund as follows:

“In addition to the Contract Sum set forth above, there shall be a yearly unscheduled work fund of up to 5% of the original Contract amount at time of Board approval, equaling \$19,218 per month for emergency or expanded coverage. Use of the unscheduled work funds shall be for Unscheduled Work as follows:

5.7.1 “Emergency” is defined as a situation wherein an immediate or quick response is necessary to prevent or lessen injury to persons or property, e.g., earthquake, broken pipes, and time are critical factors.

5.7.2 “Expanded” is defined as an unforeseen increase in the need for services, which does not substantially change the amount of scope of coverage, e.g., lengthening of office hours, set forth herein.

5.7.3 In both cases, use of the unscheduled work funds must be authorized in writing by County’s Project Director, upon prior approval as required in Sub-paragraph 3.8 – Unscheduled Work. In no event shall any annual total expenditure exceed the Contract Sum plus the Unscheduled Work Fund without prior express approval of County’s Board of Supervisors.

5.7.4 The Contractor shall invoice the County for the amounts agreed to between County and Contractor for the Unscheduled Work at the

straight time or overtime rate, as applicable. The County must approve the services delivered by the Contractor. If the County does not approve in writing, no payment shall be due to the Contractor.”

5. Exhibit Budget Summary, Exhibit B-1c, Exhibit B-2a, Exhibit B-3, are attached hereto and incorporated herein by reference.
6. Except for the changes set forth hereinabove, Agreement shall not be changed in any respect by this Amendment.

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IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Mayor and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By: _____
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of
The County of Los Angeles

SERVICON SYSTEMS, INC.
CONTRACTOR

By: _____
Signature

Printed Name

Title

By: _____
Deputy

APPROVED AS TO FORM:

Andrea Sheridan Ordin
County Counsel

By _____
STEPHANIE ANAYA-SERNETT
Deputy County Counsel

HOUSEKEEPING SERVICES EXTENSION FOR AGREEMENTS #75053 AND 75055
THREE MONTHS (JUNE 1, 2011 - AUGUST 31, 2011)
BUDGET SUMMARY DETAIL BY FACILITY

75053 - GROUP 1

	Olive View- UCLA MC	Mid-Valley CHC	San Fernando HC	DHS Subtotals	Burbank HC	Glendale HC	North Hollywood HC	Pacoima HC	DPH Subtotals	Totals
Monthly Base Amount by Facility	\$356,780	\$14,338	\$3,598	\$374,716	\$1,829	\$3,598	\$1,823	\$3,598	\$10,849	\$385,565
Monthly Base 5% Unscheduled Work by Facility	\$16,396	\$700	\$176	\$17,271	\$89	\$176	\$89	\$176	\$529	\$17,800
								Total Cost for 3 Months		\$1,156,694
								Total Cost for 3 Months of 5% Unscheduled Work		\$53,401
								Total Cost for 3 Months Plus 5% Unscheduled Work		\$1,210,095

75055 - GROUP 3

	Harbor-UCLA MC	Long Beach CHC	Lomita Family HC	Totals
Monthly Base Amount by Facility	\$397,751	\$14,852	\$5,830	\$418,433
Monthly Base 5% Unscheduled Work	\$18,200	\$726	\$291	\$19,218
		Total Cost for 3 Months		\$1,255,298
		Total Cost for 3 Months of the 5% Unscheduled Work		\$57,655
		Total Cost for 3 Months Plus 5% Unscheduled Work		\$1,312,953

BUDGET SHEET FOR HOUSEKEEPING SERVICES

Exhibit B-1c

AT: Harbor-UCLA Medical Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
Director & Associate	2.00	\$ 31.25	\$ 10,875.00
Supervisors	8.00	\$ 15.30	\$ 21,304.13
Administrative Asst.	1.00	\$ 12.60	\$ 2,192.40
Housekeeper I & II	120.79	\$ 9.74	\$ 204,710.06
Urgent Care Additional Hours	0.70	\$ 9.74	\$ 1,462.10

Total Salaries and Wages \$ 240,543.69

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	132.49	\$ 188.72
Holiday Reserve	121.49	\$ 37.24
Vacation & Sick Leave	121.49	\$ 135.53

Total Benefits \$ 45,993.34

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 22,195.94	7.65%
FUTA	\$ 2,471.84	1.00%
SUI	\$ 8,796.19	1.35%
CGL	\$ 7,275.39	2.00%
Worker's Comp	\$ 29,373.92	13.00%

Total Payroll Taxes \$ 70,113.28

Supplies & Services

Uniforms	\$ 1,178.75
Paper Supplies	\$ 0.00
Trash Liners	\$ -
Hand Soaps	\$ 0.00
Walk Off Mats	\$ -
Vehicle/Allowance	\$ 2,858.75
Gas/Oil	\$ -
Startup Equip	\$ -
Equip Repair	\$ 153.75
Equip Depreciation	\$ -
Monthly Supplies	\$ 7,280.01
Trash Removal	\$ 3,843.75
Pest Control	\$ 492.00
Mop Cleaning	\$ 512.50
Window Cleaning	\$ 307.50
Parking Lot Sweeping Addtl. Days	\$ 1,780.00

Total Supplies & Services \$ 18,407.01

TOTAL DIRECT COSTS \$ 375,057.32

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 179.38

TOTAL INDIRECT COSTS \$ 179.38

TOTAL DIRECT AND INDIRECT COST \$ 375,236.70

PROFIT (Please enter percentage:) 6.00% \$ 22,514.20

TOTAL MONTHLY COSTS \$ 397,750.90

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$18,200.36, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$377,070.90.

NOTE: Since Exhibit B-1b, additional Cost for the transportation of trash from old loading dock to new loading dock (monthly amount includes 5 full time employees and the lease of truck)

BUDGET SHEET FOR HOUSEKEEPING SERVICES

AT: Long Beach Comp. Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (avg)	Monthly Salary
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
0	0.00	\$ -	\$ -
Day Porter	2.00	\$ 8.53	\$ 2,968.44
Cleaners	2.40	\$ 8.53	\$ 3,562.13

Total Salaries and Wages \$ 6,530.57

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	4.40	\$ 198.36
Holiday Reserve	4.40	\$ 32.62
Vacation & Sick Leave	4.40	\$ 57.07

Total Benefits \$ 1,267.42

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)	
FICA & MDCR	\$ 596.55
FUTA	\$ 62.38
SUI	\$ 233.94
CGL	\$ 194.95
Worker's Comp	\$ 871.05

Total Payroll Taxes \$ 1,958.87

Supplies & Services	
Uniforms	\$ 45.10
Paper Supplies	\$1,537.50
Trash Liners	\$ 256.25
Hand Soaps	\$205.00
Walk Off Mats	\$ 205.00
Vehicle/Allowance	\$0.00
Gas/Oil	\$ -
Startup Equip	
Equip Repair	\$0.00
Equip Depreciation	\$ 36.08
Monthly Supplies	\$ 519.28
Trash Removal	\$871.25
Pest Control	\$246.00
Mop Cleaning	\$ 51.25
Window Cleaning	\$ 179.38

Total Supplies & Services \$ 4,152.09

TOTAL DIRECT COSTS \$ 13,908.95

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	\$ 100.00
TOTAL INDIRECT COSTS	\$102.50

TOTAL DIRECT AND INDIRECT COST \$ 14,011.45

PROFIT (Please enter percentage:) 6.00% \$ 840.69

TOTAL MONTHLY COSTS \$ 14,852.14

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$726.45, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$14,852.14.

BUDGET SHEET FOR HOUSEKEEPING SERVICES
AT: Lomita Family Health Center

DIRECT COST (List each staff classification)

Payroll:	FTE*	Hourly Rate (av Monthly Salary)	
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
Day Porter	1.00	\$ 9.70	\$ 1,687.60
PM Cleaner	1.00	\$ 10.20	\$ 1,774.80

Total Salaries and Wages \$ 3,462.60

*FTE = Full Time Equivalent Positions

Employee Benefits	No. of Employees	Monthly Cost per FTE (avg)
Medical Insurance	2.00	\$ -
Holiday Reserve	2.00	\$ 266.35
Vacation & Sick Leave	2.00	\$ 95.13

Total Benefits \$ 361.48

Payroll Taxes (List all appropriate, e.g., FICA, SUI, Worker's Compensation, etc.)

FICA & MDCR	\$ 292.54	7.65%
FUTA	\$ 30.59	0.80%
SUI	\$ 114.72	3.00%
CGL	\$ 95.60	2.50%
Worker's Comp	\$ 537.28	14.05%

Total Payroll Taxes \$ 1,070.74

Supplies & Services

Uniforms	\$ 20.00
Paper Supplies	
Trash Liners	\$ -
Hand Soaps	
Walk Off Mats	\$ -
Vehicle/Allowance	
Gas/Oil	\$ -
Startup Equip	\$ 72.00
Equip Repair	
Equip Depreciation	\$ 78.93
Monthly Supplies	\$ 305.93
Trash Removal	
Pest Control	
Mop Cleaning	\$ -
Window Cleaning	\$ -

Total Supplies & Services \$ 476.86

TOTAL DIRECT COSTS \$ 5,371.68

INDIRECT COST (List all appropriate)

General Accounting/Bookkeeping	
Management Overhead (Specify)	
Other (Specify): Business License	95.60

TOTAL INDIRECT COSTS \$ 95.60

TOTAL DIRECT AND INDIRECT COST

\$ 5,467.28

PROFIT (Please enter percentage:)

6.63%

\$ 362.44

TOTAL MONTHLY COSTS

\$ 5,829.72

NOTE: The Total Monthly Unscheduled Work Fund (Sub-paragraph 5.7 in Agreement) Cost is \$291.49, for emergency or expanded services only, which is over and above the Total Monthly Costs of \$5,829.72.